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**TWENTIETH ANNUAL REPORT
CIVIL SERVICE COMMISSION
CITY OF CHICAGO—YEAR 1914**



Organization of the Commission—Former Civil Service Commissioners—Civil Service Act—Civil Service Rules. Alphabetical List of Positions.


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ORGANIZATION OF THE COMMISSION

H. M. CAMPBELL, President . . . Term expires July 1, 1917
3204 Sheridan Road.

ELTON LOWER . . . Term expires July 1, 1915
921 Castlewood Terrace.

J. J. FLYNN . . . Term expires July 1, 1916
1451 W. Garfield Blvd.

A. M. SWANSON, Secretary
Hotel Grasmere.

FORMER CIVIL SERVICE COMMISSIONERS

| NAME. | PERIOD OF SERVICE. |
|------------------------|---------------------------------------|
| JOHN M. CLARK . . . | From July 1, 1895, to May 3, 1897 |
| ROBERT A. WALLER . . . | From July 1, 1895, to May 3, 1897 |
| CHRISTOPH HOTZ . . . | From July 1, 1895, to May 3, 1897 |
| ADOLPH KRAUS . . . | From May 3, 1897, to Feb. 15, 1898 |
| DUDLEY WINSTON . . . | From May 3, 1897, to April 11, 1898 |
| HEMPSTEAD WASHBURNE . | From May 3, 1897, to Mar. 30, 1898 |
| ROBERT LINDBLOM . . . | From Feb. 15, 1898, to July 9, 1902 |
| ADOLPH GARTZ . . . | From Mar. 30, 1898, to July 1, 1898 |
| EDWARD CARROLL . . . | From April 28, 1898, to May 5, 1900 |
| JOHN W. LUDWIG . . . | From July 1, 1898, to Dec. 10, 1900 |
| JOHN W. ELA . . . | From May 5, 1900, to Dec. 17, 1902 |
| JOSEPH POWELL . . . | From Dec. 10, 1900, to May 4, 1907 |
| CHRISTIAN MEIER . . . | From July 9, 1902, to July 7, 1905 |
| JULIAN W. MACK . . . | From Jan. 7, 1903, to May 15, 1903 |
| JOSEPH W. ERRANT . . . | From May 15, 1903, to July 9, 1906 |
| WILLIAM PRENTISS . . . | From July 7, 1905, to May 4, 1907 |
| FRANK WENTER . . . | From July 9, 1906, to May 4, 1907 |
| ZINA R. CARTER . . . | From May 4, 1907, to Mar. 17, 1908 |
| M. L. MCKINLEY . . . | From May 4, 1907, to April 17, 1911 |
| H. D. FARGO . . . | From Mar. 17, 1908, to April 17, 1911 |

AN ACT TO REGULATE THE CIVIL SERVICE OF CITIES APPROVED MARCH 20, 1895

Section 1. *Be it enacted by the People of the State of Illinois, represented in the General Assembly:*

Commissioners Appointed—Oath. The mayor of each city in this state which shall adopt this act as hereinafter provided, shall, not less than forty nor more than ninety days after the taking effect of this act in such city appoint three persons, who shall constitute and be known as the civil service commissioners of such city, one for three years, one for two years, and one for one year from the time of appointment and until their respective successors are appointed and qualified; and in every year thereafter the mayor shall, in like manner, appoint one person as the successor of the commissioner whose term shall expire in that year, to serve as such commissioner for three years and until his successor is appointed and qualified. Two commissioners shall constitute a quorum. All appointments to said commission, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party. Said commissioners shall hold no other lucrative office or employment under the United States, the State of Illinois, or any municipal corporation or political division thereof. Each commissioner, before entering upon the duties of his office, shall take the oath prescribed by the constitution of this state.

Sec. 2. Removal of Commissioners—Vacancy. The mayor may in his discretion, remove any commissioner for incompetence, neglect of duty, or malfeasance in office. The mayor shall within ten days report in writing any such removal to the city council, with his reasons therefor. Any vacancy in the office of commissioner shall be filled by appointment by the mayor.

Sec. 3. Classification. Said commissioners shall classify all the offices and places of employment in such city, with reference to the examinations hereinafter provided for, except those offices and places mentioned in Section 11 of this act. The offices and places so classified by the commission shall constitute the classified civil service of such city, and no appointments to any of such offices or places shall be made except under and according to the rules hereinafter mentioned.

Sec. 4. **Rules.** Said commission shall make rules to carry out the purposes of this act, and for examinations, appointments and removals in accordance with its provisions, and the commission may, from time to time, make changes in the original rules.

Sec. 5. **Publication of Rules—Time of Taking Effect.** All rules made as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said commission; and the commission shall give notice of the place or places where said rules may be obtained by publication in one or more daily newspapers, published in such city, and in each such publication shall be specified the date, not less than ten days subsequent to the date of such publication, when such rules shall go into operation.

Sec. 6. **Examinations.** All applicants for office or places in said classified service, except those mentioned in Section 11, shall be subjected to examination, which shall be public, competitive and free to all citizens of the United States, with specified limitations as to residence, age, health, habits and moral character. Such examinations shall be practical in their character, and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the positions to which they seek to be appointed, and shall include tests of physical qualifications and health, and, when appropriate, of manual skill. No questions in any examination shall relate to political or religious opinions or affiliations. The commission shall control all examinations, and may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the city, to be examiners, and it shall be the duty of such examiners, and, if in the official service, it shall be a part of their official duty, without extra compensation, to conduct such examination as the commission may direct, and to make return or report thereof to said commission, and the commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the commission may themselves at any time act as such examiners, and without appointing examiners. The examiners at any examination shall not all be members of the same political party.

Sec. 7. **Notice of Examinations.** Notice of the time and place and general scope of every examination shall be given by the commission by publication for two weeks preceding such examination, in a daily newspaper of general circulation published in such city, and such notice shall also be posted by said commission in a conspicuous place in their office for two weeks before such examination. Such further notice of examinations may be given as the commission shall prescribe.

Sec. 8. **Registers.** From the returns or reports of the examiners, or from the examinations made by the commission, the commission shall prepare a register for each grade or class of positions in the

classified service of such city of the persons whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of such commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination, without reference to priority of time of examination.

Sec. 9. Promotions. The commission shall, by its rules, provide for promotions in such classified service, on the basis of ascertained merit and seniority in service and examination, and shall provide, in all cases where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to such examinations; and it shall be the duty of the commission to submit to the appointing power the names of not more than three applicants for each promotion having the highest rating. The method of examination, and the rules governing the same and the method of certifying, shall be the same as provided for applicants for original appointment.

Sec. 10. Appointments to Classified Service. The head of the department or office in which a position classified under this act is to be filled shall notify said commission of that fact, and said commission shall certify to the appointing officer the name and address of the candidate standing highest upon the register for the class or grade to which said position belongs, except that in cases of laborers, where a choice by competition is impracticable, said commission may provide by its rules that the selections shall be made by lot from among those candidates proved fit by examination. In making such certification sex shall be disregarded, except when some statute, the rules of said commission or the appointing power specifies sex. The appointing officer shall notify said commission of each position to be filled separately, and shall fill such place by the appointment of the person certified to him by said commission therefor, which appointment shall be on probation for a period to be fixed by said rules. Said commission may strike off names of candidates from the register after they have remained thereon more than two years. At or before the expiration of the period of probation the head of the department or office in which a candidate is employed may, by and with the consent of said commission, discharge him upon assigning in writing his reason therefor to said commission. If he is not then discharged his appointment shall be deemed complete. To prevent the stoppage of public business, or to meet extraordinary exigencies, the head of any department or office may, with the approval of the commission, make temporary appointment to remain in force not exceeding sixty days, and only until regular appointments under the provisions of this act can be made.

Sec. 10½. Soldiers Who Are Eligible to Have Their Names Placed at the Head of the List. Persons who were engaged in the

military or naval service of the United States during the years 1861, 1862, 1863, 1864 or 1865, and who were honorably discharged therefrom, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such office, and it shall be the duty of the examiner or commissioner certifying the list of eligibles who have taken the examinations provided for in this act, to place the name or names of such persons at the head of the list of eligibles certified for appointment.

Sec. 11. Officers Excepted from Classified Service. Officers who are elected by the people, or who are elected by the city council pursuant to the city charter, or whose appointment is subject to confirmation by the city council, judges and clerks of election, members of any board of education, the superintendent and teachers of schools, heads of any principal department of the city, members of the law department, and one private secretary of the mayor, shall not be included in such classified service.

Sec. 12. Removals. No officer or employe in the classified civil service of any city who shall have been appointed under said rules and after said examination, shall be removed or discharged except for cause, upon written charges and after an opportunity to be heard in his own defense. Such charges shall be investigated by or before said civil service commission, or by or before some officer or board appointed by said commission to conduct such investigation. The finding and decision of such commission or investigating officer or board, when approved by said commission, shall be certified to the appointing officer, and shall be forthwith enforced by such officer. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days. In the course of an investigation of charges each member of the commission, and of any board so appointed by it, and any officer so appointed, shall have the power to administer oaths and shall have power to secure by its subpoena both the attendance and testimony of witnesses, and the production of books and papers relevant to such investigation. Nothing in this section shall be construed to require such charges or investigation in cases of laborers or persons having the custody of public money, for the safe keeping of which another person has given bonds.

Sec. 13. Reports to Commission. Immediate notice in writing shall be given by the appointing power to said commission of all appointments, permanent or temporary, made in such classified civil service, and of all transfers, promotions, resignations, or vacancies from any cause in such service, and of the date thereof, and a record of the same shall be kept by said commission. When any office or place of employment is created or abolished, or the compensation attached thereto altered, the officer or board making such change shall immediately report it in writing to said commission.

Sec. 14. **Investigations.** The commission shall investigate the enforcement of this act and of its rules, and the action of the examiners herein provided for, and the conduct and action of the appointees in the classified service in its city, and may inquire as to the nature, tenure and compensation of all offices and places in the public service thereof. In the course of such investigations each commissioner shall have power to administer oaths, and said commission shall have power to secure by its subpoena both the attendance and testimony of witnesses and the production of books and papers relevant to such investigations.

Sec. 15. **Report by Commission.** Said commission shall, on or before the fifteenth day of January of each year, make to the mayor for transmission to the city council a report showing its own action, the rules in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. The mayor may require a report from said commission at any other time.

Sec. 16. **Chief Examiner.** Said commission shall employ a chief examiner, whose duty it shall be, under the direction of the commission, to superintend any examination held in such city under this act, and who shall perform such other duties as the commission shall prescribe. The chief examiner shall be ex officio secretary of said commission, under the direction of such commission; he, as such secretary, shall keep the minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the commission shall prescribe.

Sec. 17. **Officers to Aid—Rooms.** All officers of any city which shall have adopted this act shall aid said commission in all proper ways in carrying out the provisions of this act, and at any place where examinations are to be held shall allow reasonable use of public buildings for holding such examinations. The mayor of such city shall cause suitable rooms to be provided for said commission at the expense of such city.

Sec. 18. **Salaries and Expenses.** In cities having a population of one hundred thousand inhabitants or more each of said commissioners shall receive a salary of three thousand dollars a year; the chief examiner shall receive a salary of three thousand dollars a year. Any person not at the time in the official service of the city, serving as a member of the board of examiners or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or a member of the trial board, at the rate of five dollars per day, and said commission may, in such city, also incur expenses, not exceeding five thousand dollars per year, for clerk hire, printing, stationery and other incidental matters.

In cities having a population of fifty thousand inhabitants and less than one hundred thousand, such commissioners shall receive an annual salary of one thousand dollars each; the chief examiner shall

receive an annual salary of one thousand dollars. Any person not at the time in the official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of three dollars per day, and said commission may, in such city, also incur expenses, not exceeding two thousand dollars a year, for clerk hire, printing, stationery, and other incidental matters.

In cities having a population of twenty-five thousand and less than fifty thousand inhabitants, such commissioners shall receive an annual salary of one hundred dollars each, and the chief examiner shall receive an annual salary of five hundred dollars.

In cities having a population of less than twenty-five thousand inhabitants, such commissioners shall receive an annual salary to be fixed by the city councils of such cities, not to exceed fifty dollars each; the chief examiner shall receive an annual salary to be fixed by the city councils of such cities, not to exceed one hundred dollars. In cities having a population of less than fifty thousand inhabitants any person, not at the time in the official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of two dollars per day, and said commission may, in such city, also incur expenses, not exceeding two hundred dollars per year, for clerk hire, printing, stationery and other incidental matters.

Sec. 19. Appropriations. A sufficient sum of money shall be appropriated each year by each city which shall adopt this act, to carry out the provisions of this act in such city. In such cities as shall have already made the annual appropriation for municipal purposes for the current fiscal year, the mayor is authorized and required to pay the salaries and expenses as herein provided for such fiscal year out of the moneys appropriated for contingent purposes by such municipality, or out of any moneys not otherwise appropriated.

Sec. 20. Frauds Prohibited. No person or officer shall willfully or corruptly, by himself or in co-operation with one or more other persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or willfully or corruptly make any false representation concerning the same, or concerning the person examined, or willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or to be examined, being appointed, employed or promoted.

Sec. 21. No Officer to Solicit or Receive Political Contributions. No officer or employe of such city shall solicit, orally or by letter, or receive or pay, or be in any manner concerned in soliciting, receiving

or paying, any assessment, subscription or contribution for any party or political purpose whatever.

Sec. 22. No Person to Solicit Political Contributions from Officers or Employees. No person shall solicit, orally or by letter, or be in any manner concerned in soliciting, any assessment, contribution or payment for any party or political purpose whatever, from any officer or employe in any department of the city government of any city which shall adopt this act.

Sec. 23. Assessments and Contributions in Public Offices Forbidden. No person shall in any room or building occupied for the discharge of official duties by any officer or employe in any city which shall adopt this act, solicit, orally or by written communication delivered therein, or in any other manner, or receive, any contribution of money or other thing of value, for any party or political purpose whatever. No officer, agent, clerk or employe under the government of such city, who may have charge or control of any building, office or room occupied for any purpose of said government, shall permit any person to enter the same for the purpose of therein soliciting or delivering written solicitations for receiving or giving notice of any political assessments.

Sec. 24. Payments of Political Assessments to Public Officers Prohibited. No officer or employe in the service of such city shall directly or indirectly, give or hand over to any officer or employe in said service, or to any senator or representative or alderman, councilman or commissioner, any money or other valuable thing, on account of or to be applied to the promotion of any party or political object whatever.

Sec. 25. Abuse of Official Influence Prohibited. No officer or employe of such city shall discharge or degrade or promote, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any party or political purpose, or for refusal or neglect to render any party or political service.

Sec. 26. Payment for Places Prohibited. No applicant for appointment in said classified civil service, either directly or indirectly, shall pay or promise to pay any money or other valuable thing to any person whatever for or on account of his appointment or proposed appointment, and no officer or employe shall pay or promise to pay, either directly or indirectly, to any person any money or other valuable thing whatever for or on account of his promotion.

Sec. 27. Recommendation in Consideration of Political Services Prohibited. No applicant for appointment to or promotion in said classified civil service shall ask for or receive recommendation or assistance from any officer or employe in said service, or from any person upon consideration of any political service to be rendered to or

for such person or for the promotion of such person to any office or appointment.

Sec. 28. **Abuse of Political Influence Prohibited.** No person while holding any office in the government of such city, or in nomination for, or while seeking a nomination for or appointment to any such office, shall corruptly use or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person, or in order to secure or aid any person in securing, any office or public employment, or any nomination, confirmation, promotion or increase of salary upon the consideration or condition that the vote or political influence or action of the last named person or any other shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Sec. 29. **Auditing Officer.** No accounting or auditing officer shall allow the claim of any public officer for services of any deputy or other person employed in the public service in violation of the provisions of this act.

Sec. 30. **Appointments and Removals to Be Certified to the Comptroller.** The commission shall certify to the comptroller or other auditing officers all appointments to offices and places in the classified civil service, and all vacancies occurring therein, whether by dismissal or resignation or death, and all findings made or approved by the commission under the provisions of Section 12 of this act, that a person shall be discharged from the classified civil service.

Sec. 31. **Comptroller to Pay Salaries Only After Certification.** No comptroller or other auditing officer of a city which has adopted this act shall approve the payment of, or be in any manner concerned in paying, any salary or wages to any person for services as an officer or employe of such city, unless such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

Sec. 32. **Paymasters, etc., to Pay Salaries Only After Certification.** No paymaster, treasurer, or other officer or agent of a city which has adopted this act shall willfully pay, or be in any manner concerned in paying, any person any salary or wages for services as an officer or employe of such city, unless such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

Sec. 33. **Compelling Testimony of Witnesses. Production of Books and Papers.** Any person who shall be served with a subpoena to appear and testify or to produce books and papers, issued by the commission or by any commissioner or by any board or person acting under the orders of the commission in the course of an investigation conducted either under the provisions of Section 12 or Section 14 of this act, and who shall refuse or neglect to appear or to testify, or to produce books and papers relevant to said investigation, as com-

manded in such subpoena, shall be guilty of a misdemeanor, and shall, on conviction, be punished as provided in Section 34 of this act. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the circuit courts of this state, and shall be paid from the appropriations for the expenses of the commission. Any circuit court of this state, or any judge thereof, either in term time or vacation, upon application of any such commissioner or officer or board, may in his discretion compel the attendance of witnesses, the production of books and papers, and giving of testimony before the commission, or before any such commissioner, investigating board or officer, by attachment by contempt or otherwise, in the same manner as the production of evidence may be compelled before said court. Every person who, having taken an oath or made affirmation before a commissioner or officer appointed by the commission, authorized to administer oaths, shall swear or affirm willfully, corruptly and falsely shall be guilty of perjury, and upon conviction shall be punished accordingly.

Sec. 34. **Penalties.** Any person who shall willfully, or through culpable negligence, violate any of the provisions of this act, or any rule promulgated in accordance with the provisions thereof, shall be guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine of not less than fifty dollars and not exceeding one thousand dollars, or by imprisonment in the county jail for a term not exceeding six months, or both such fine and imprisonment in the discretion of the court.

Sec. 35. **Penalties—Disqualification from Holding Office.** If any person shall be convicted under the next preceding section, any public office or place of public employment which such person may hold shall, by force of such conviction, be rendered vacant, and such person shall be incapable of holding any office or place of public employment for the period of five years from the date of such conviction.

Sec. 36. **What Officers to Prosecute.** Prosecution for violations of this act may be instituted either by the attorney general, the state's attorney for the county in which the offense is alleged to have been committed, or by the commission acting through special counsel. Such suits shall be conducted and controlled by the prosecuting officers who institute them, unless they request the aid of other prosecuting officers.

Sec. 37. **Repeal.** All laws or parts of laws which are inconsistent with this act, or any of the provisions thereof, are hereby repealed.

Sec. 38. **Adoption.** The electors of any city now existing, or hereafter existing in this state, may adopt and become entitled to the benefits of this act in the following manner: Whenever one thousand of the legal voters of such city, voting at the last preceding election, shall petition the judge of the county court of the county in which such city is located, to submit to a vote of the electors of such

city the proposition as to whether such city, and the electors thereof shall adopt and become entitled to the benefits of this act, it shall be the duty of such county court to submit such proposition accordingly at the next succeeding general state, county or city election, and if such proposition is not adopted at such election the same shall in like manner be submitted to a vote of the electors of such city by such county court upon like application at any general state, county or city election thereafter, and an order shall be entered of record in such county court submitting such proposition as aforesaid.

If one thousand shall exceed one-eighth of the legal voters of any such city voting at the last preceding election, then such petition or application need not be signed or made by more than one-eighth of the legal voters of such city voting at the last preceding election.

Sec. 39. Notice of Election. The judge of such county court shall give at least ten days' notice of the election at which such proposition is to be submitted by publishing such notice in one or more newspapers published within such city for at least five times, the first publication to be at least ten days before the day of the election; and if no newspaper is published in such city, then by posting at least five copies of such notice in each ward at least ten days before such election. Such election shall be held under the election law in force in such city, except as herein otherwise provided. The proposition so to be voted for shall appear in plain, prominent type at the head of every ticket, and preceding the names of persons to be voted upon for any office at such election. If a majority of the votes cast upon such proposition shall be for such proposition this act shall thereby be adopted by such city, and the mayor shall thereupon issue a proclamation declaring this act in force in such city.

Sec. 40. Emergency. Whereas, an emergency exists for the immediate taking effect of this act, therefore it shall be in force from and after its passage.

CIVIL SERVICE RULES

AS AMENDED, AND IN FORCE
AND EFFECT ON MARCH 22, 1915.

RULE I.

CLASSIFICATION.

Section 1. **Classification of Service.** All offices and places of employment in the city of Chicago, except those exempted by law from the provisions of the city civil service act, are hereby classified into classes and grades. Said offices and places of employment are divided into classes according to the general line and character of work involved in the respective duties thereof. Within each class there are hereby established grades, each grade comprising offices and places having duties of substantially similar authority, importance and responsibility.

Sec. 2. **Schedules of Classes, Grades and Groups.** The schedule of classes and grades within classes in the classified service, and the title and limits of compensation prescribed for each office or place of employment, shall conform to a classification schedule which shall be known as Schedule "A," which the Commission shall establish and maintain by record made in its minutes, according to the following:

(a) Class A—**Medical Service.** Positions the duties of which require training and ability in the medical profession or some branch thereof.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory.

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others. Also positions the duties of which require a high order of specialized knowledge, but not necessarily supervisory.

Grade IV: Positions the duties of which are supervisory, involving accountability for the whole or part of a principal branch of

a department, as principal assistant to the person in the Grade V position at the head of such branch, and requiring expert knowledge. Also positions the duties of which require a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a principal branch of a department.

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of the entire department, under the direction of the head of such department.

(b) **Class B—Engineering Service.** Positions the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture or related technical work.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience.

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory.

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory.

Grade IV: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a minor department, under the head thereof, or entire responsibility for a division or minor bureau.

Grade V: Positions the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau.

(c) **Class C—Clerical Service.** Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I: Positions the duties of which are of general routine.

Grade II: Positions the duties of which require some skill and accuracy, but not necessarily much practical experience, involving simple office routine.

Grade III: Positions the duties of which require skill and accuracy and some experience, involving routine work.

Grade IV: Positions the duties of which require training, experience

and ability, involving fixed responsibility; may or may not be supervisory.

Grade V: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others.

Grade VI: Positions the duties of which are supervisory, requiring special knowledge and involving independent judgment and accountability for all the work of a clerical section or minor division of a department. Also positions the duties of which require a high order of specialized knowledge, experience and ability, but not necessarily supervisory.

Grade VII: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the clerical work of an entire department, under the direction of the head thereof, or for the work of a division or minor bureau of such department. Also positions the duties of which are supervisory, requiring recognized expert knowledge, experience and ability.

Grade VIII: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an entire bureau.

(d) Class D—**Police Service.** Positions in the uniformed or detective forces of the Department of Police.

Grade I: The following positions are hereby classified in Class D,
Grade I:

Messenger and supply carrier.

Patrolman.

Policewoman.

Grade II: The following positions are hereby classified in Class D,
Grade II:

Detective sergeant.

Sergeant.

Grade III: The following positions are hereby classified in Class D,
Grade III:

Lieutenant.

Lieutenant of detectives.

Senior detective sergeant.

Grade IV: The following positions are hereby classified in Class D,
Grade IV:

Captain.

Chief of detectives.

Grade V: The following position is hereby classified in Class D,
Grade V:

First deputy superintendent of police.

(e) Class E—**Operating Engineering Service.** Positions the duties of which require training and ability in the operation or main-

tenance of equipment for the production of heat, light or power, or in work relating thereto.

Branch a includes positions in all department except the Board of Education.

Branch b includes only positions under the Board of Education.

BRANCH a

Positions in this service shall be graded according to (1) the experience and ability required by the duties to be performed, or (2) the degree of responsibility of the positions and the order of the plant to which they are attached. For this purpose plants are divided into four orders as follows:

1st Order: Water pumping stations of over 600 water horse power, sewage pumping stations of over 400 water horse power, and the plants of the Chicago Public Library and City Hall.

2nd Order: Water pumping stations of between 300 and 600 water horse power, sewage pumping stations of between 150 and 400 water horse power, and the plant of the House of Correction.

3rd Order: Water pumping stations of less than 300 water horse power, sewage pumping stations of less than 150 water horse power.

4th Order: Minor steam, electrical or heating plants, such as those of police stations.

Grade I: Positions the duties of which involve the general care of a plant of any order, or may involve responsibility for the operation of a portion of such plant.

Grade II: Positions of assistants in plants of the 3d Order, the duties of which involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade III: Positions the duties of which involve complete responsibility for plants of the 3d Order. Also positions of assistants in plants of the 2d Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade IV: Positions the duties of which involve complete responsibility for plants of the 2d Order. Also positions of assistants in plants of the 1st Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance.

Grade V: Positions the duties of which involve complete responsibility for plants of the 1st Order.

BRANCH b

Grade I: Positions the duties of which involve the care of the building or buildings of a school, and the operation of its mechanical equipment.

Grade II: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others in the operation or installation of mechanical equipment and the care of school property in a definitely assigned district.

Grade III: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau, either independently or under the head of such bureau.

(f) Class F—**Fire Service.** Positions in the uniformed service of the Fire Department.

Grade I: The following positions are hereby classified in Class F,

Grade I:

Assistant fire engineer.

Driver.

Pipeman.

Stoker.

Truckman.

Grade II: The following positions are hereby classified in Class F,

Grade II:

Fire engineer.

Lieutenant.

Marine engineer.

Pilot.

Grade III: The following position is hereby classified in Class F,

Grade III:

Captain.

Grade IV: The following position is hereby classified in Class F,

Grade IV:

Chief of battalion.

Grade V: The following positions are hereby classified in Class F,

Grade V:

Sixth assistant fire marshal.

Fifth assistant fire marshal.

Fourth assistant fire marshal.

Third assistant fire marshal.

Second assistant fire marshal.

First assistant fire marshal.

(g) Class G—**Library Service.** Positions connected with the administration of public libraries, and requiring training and ability in library methods.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much experience, and involving responsibility.

Grade II: Positions the duties of which require training, experience and ability, which may or may not be supervisory, and involving a higher degree of responsibility than Grade I positions.

- Grade III: Positions the duties of which are supervisory, involving accountability for the work of others. Also positions which require the exercise of independent judgment in the performance of specialized or expert duties, but not necessarily supervisory.
- Grade IV: Positions the duties of which are supervisory, involving accountability for the work of others in a larger branch or section than in the case of Grade III positions. Also positions the duties of which require a higher order of specialized knowledge than in the case of Grade III positions, but not necessarily supervisory.
- Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of an entire bureau or division.
- Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of an entire department, under the head or heads of such department, and requiring the highest order of expert knowledge in technical library methods.

(h) **Class H—Inspection Service.** Positions the duties of which relate to inspection (whether of work, materials or conditions) which do not require knowledge of any of the specialties included in other classes.

Positions in this service shall be graded according to (1) the kind and importance of inspection work, and (2) the degree of responsibility involved. For purpose of grading, all inspection work is divided into three orders, as follows:

- 1st Order: Work which involves the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and requires a technical knowledge of the principles of design and construction underlying the same, as well as training, skill and experience.
- 2d Order: Inspection work which involves the exercise of independent judgment in passing on the quality of materials, workmanship or special conditions, and requires skill, experience and specialized knowledge.
- 3d Order: Inspection work which involves the observation of conditions and requires skill and experience, but no specialized knowledge.
- Grade I: Positions the duties of which involve inspection work of the 3d Order. Also positions of assistants or helpers on inspection work of the 2d and 1st Orders.
- Grade II: Positions the duties of which involve inspection work of the 2d Order.
- Grade III: Positions the duties of which involve inspection work of the 1st Order. Also positions the duties of which are super-

visory, involving accountability for the work of inspectors doing inspection work of the 3d and 2d Orders.

Grade IV: Positions of principal assistant to the head of a department or principal branch thereof, the duties of which are supervisory, involving accountability for the entire department or branch, under the direction of the head of such department or branch. Also positions the duties of which are supervisory, involving complete charge of an entire line of inspection work of the 1st Order.

Grade V: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau or division, and requiring the highest order of expert knowledge.

(i) **Class I—Supervising Service.** Positions the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employes, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes.

Grade I: Positions the duties of which include the care of public property or public charges, involving a fixed responsibility, but not necessarily the exercise of independent judgment.

Grade II: Positions the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property or public charges, and requiring the exercise of independent judgment. Also positions of principal assistant to persons in Grade III positions.

Grade III: Positions the duties of which involve accountability for public employes in a specialized division of work or in a given territorial district, or for the care and custody of public buildings.

Grade IV: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of an important bureau or division under the head thereof, or entire responsibility for a minor bureau or division.

Grade V: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau.

(k) **Class K—Skilled Labor Service.** Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes.

Grade I: Positions the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment.

Grade II: Positions the duties of which require the exercise of in-

dependent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant. Also positions the duties of which are supervisory, involving accountability for the work of a gang or a crew of unskilled laborers, or as assistant to the person in Grade III position.

Grade III: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers or for the work of an entire division. Also positions the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory.

(1) Class L—**Labor Service.** Positions of persons rendering labor service, specialized or general, where a choice by competition is impracticable. Grades or ranks shall not be provided or recognized in this service.

Branch a: Positions in which the service is general and common.

Branch b: Positions in which the service is specialized.

Sec. 3. **Grades of Service.** The Commission shall from time to time, by an order recorded in its minutes, specify the classes and grades in which the various offices and places of employment shall be classified. The terms "rank" and "grade" in the civil service act shall be considered synonymous in these rules. The grade of an officer or employe shall not be changed except by examination under these rules. Whenever the duties of an office or place classified as provided in the foregoing sections of this rule are changed so that they differ substantially from the duties prescribed when such office or place was originally classified, and from the duties of other positions in the grade with it as so classified, such change of duties shall operate to abolish such office or place and to create a new position, and the Commission shall proceed to classify such office or place in accordance with Section 6 of this rule and to fill the same by examination and certification or by certification from an existing eligible list. A change in compensation applying to all positions of the same general character of duties and in the same grade shall not affect the status of employes in such grade.

Sec. 4. **Salary Groups.** Where minimum and maximum limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits shall be provided and specified by groups in schedules set forth in this rule. Where grades are divided into salary groups, appointment to an office or place of employment in such grades, from either original or promotion registers, to any one department shall in every case be made at the lowest compensation, except as provided under Section 1, Rule IX. Advancement shall be from group to group within a grade, and shall be made on the basis of efficiency and

seniority in the position in such department, provided the duties of such office or place be not changed, and provided further that service by actual employment in the group from which advancement is made shall cover at least the period specified under the schedules in this rule and in accordance with Rule IX.

Sec. 5. **Titles.** Titles for each position in the classified service shall be as nearly as possible descriptive of the general duties attached thereto and indicative of the grade, and shall be the same for all offices and places requiring the same kind of service, regardless of location of employment. Titles so prescribed shall not be changed except by order of the Commission, upon a statement in writing from the department head setting forth the reasons why such change should be made. Such titles shall be used to designate the office or place in all the reports to and records of the Commission, and on all pay-rolls or accounts submitted to the Commission for certification.

Sec. 6. **New Positions.** Whenever any new office or place of employment is created, report of such action shall be made immediately to the Commission by the department head, setting forth a statement of the general duties and other matters affecting the character and grade of such position. Upon receipt of such report the Commission shall promptly investigate and determine whether such office or place is, in fact, new and has been created properly. No office or place shall be considered new unless the duties thereof are found by the Commission to be substantially different from those of every other existing position in the classified service. When the Commission shall find an office or place to be, in fact, new and properly created, it shall, by an order recorded in its minutes, specify the class and grade in which such position shall be placed.

RULE II.

APPLICATION.

Section 1. **Filing Applications.** The Commission, in calling any examination, shall fix the period within which applications will be received from persons desirous of taking such examinations, and such period shall in no case be less than two weeks. The notice thereof shall be posted in the office of the Commission, and the final date of such period shall be published in the advertisement of such examination; provided, however, that applications for positions in Class L, Labor service, will be received at any time. Any person shall be admitted to examination for any position who has filed an application for such position within the period prescribed in the notice thereof, and upon the form or blank furnished by the Commission, and whose application has not been barred by the Commission for cause under the provisions of these rules. Defective applications may be amended, but all applications and certificates shall be retained by the Commission. Applicants will be required to comply with the laws and ordinances in any way affecting em-

ployment in the positions for which they apply. In the case of applications for positions in Class L, Labor service, the application may be filled out by a person other than the applicant and signed with the mark of the applicant duly witnessed. Any cards or notices filed for future examinations may be cancelled after one year.

Sec. 2. **Residence.** No person shall be admitted to examination for any position in the classified service who has not been an actual resident of the city of Chicago for at least one year next preceding date of examination; provided, however, that in examinations for offices or places requiring technical, professional or scientific knowledge and experience or manual skill of a high order, this rule may be waived by the Commission by an order entered in its minutes.

Sec. 3. **Age.** Male applicants for original entrance examination, except as provided in Sections 11 and 13 of Rule III, must not be less than twenty-one years of age, and female applicants not less than eighteen years of age; provided, however, that persons of sixteen years of age or over may apply for employment in the lower grade clerical positions, such as page (who must be not less than 5 feet 4 inches in height in bare feet), office attendant and any others that the Commission may from time to time include, by order entered in its minutes, and by stating the age limits prescribed in the notice of examination for such positions; provided, further, that applicants for the position of messenger must be not less than eighteen years of age.

Sec. 4. **Character and Fitness of Applicants.** Every applicant must furnish proof of good character, temperate habits, sound health and physical ability to perform the duties of the position to which he seeks appointment. Proof produced at any time to the Commission of the physical disability or incapacity, or of the bad character, dissolute habits, immoral conduct or of dismissal for good cause from the public service, of any applicant or eligible shall be deemed sufficient cause to exclude him from examination or for removal from an eligible register.

Sec. 5. **Special Qualifications.** In the case of applicants for examination for positions requiring technical, professional or scientific knowledge and experience, or for positions the duties of which require special qualifications, the Commission may demand evidence of a satisfactory degree of education, training or experience, and may demand such certificates of competency or licenses as the laws and ordinances may require for the practice of the profession, art or trade involved.

Sec. 6. **False Statements.** Fraudulent conduct or false statements by an applicant, or by others with his connivance, in any application or examination, shall be deemed cause for the exclusion of such applicant from an examination, or for removal of his name from the eligible register, or for discharge from the service after certification; provided, that the name of no person shall be removed from a register of eligibles, nor shall any person be dismissed from

the service under this section, without first having an opportunity to be heard in his own behalf.

Sec. 7. **Ex-Soldiers.** Applicants for any examination desiring to receive the benefits conferred by the civil service act upon persons who were engaged in the military or naval service of the United States during the years 1861, 1862, 1863, 1864 or 1865, shall present to the Commission, with their applications, satisfactory evidence of honorable discharge from such service.

RULE III.

EXAMINATIONS.

Section 1. **Examinations Competitive.** All examinations for offices and places of employment except positions in Class L, Labor service, held under the provisions of the civil service act and of these rules, shall be competitive and shall be conducted under the direction of the Commission, which may designate and appoint special examiners as may be required.

Sec. 2. **Subjects, Weights and General Averages.** Each examination shall embrace certain subjects, to which weights shall be assigned, the weight given to each subject to represent its relative value in ascertaining the fitness of applicants. Each subject of examination shall be rated independently by the examiners. The examiners' rating on the scale of 100 on each subject separately shall be multiplied by the weight assigned to such subject. The resulting products shall be added and the total product divided by the total weights of all subjects in the examination. The resulting quotient is the general average which shall be used in determining the order in which the name of the candidate shall appear upon the eligible register.

Sec. 3. **Eligible Registers.** The proficiency of applicants in each of the subjects of examination shall be rated on a scale of 100, which shall represent the maximum possible attainment, and the name of no person shall be entered on the eligible register resulting from an examination whose general average shall be less than 70 per cent of complete proficiency in the subjects of examination, taken as a whole. The names of eligibles shall be entered in the order of their average percentages, on the proper register of eligibles; provided, that the names of all veterans of the Civil War who have attained a standing sufficient to entitle them to be placed on the eligible list shall be placed at the head of the list in order of their relative standing; and provided, further, that whenever two or more eligibles shall have the same average percentage, priority in time of filing of application shall determine their respective standing on the eligible list. The names of eligibles to positions in Class L, Labor service, shall be registered in accordance with the provisions of Rule XI. Applicants whose names are placed upon an eligible register shall notify the Commission of any change of address while their names remain on

such register, or while they are employed by the city or awaiting reinstatement.

Sec. 4. **Expiration of Lists.** Eligible lists shall expire by limitation of time in two years and one day from date of posting thereof, unless the Commission, before the expiration of such time on any list, shall order otherwise.

Sec. 5. **Review of Examination.** No examination or papers connected therewith shall be subject to review after the posting of an eligible list resulting therefrom, except that the Commission may correct clerical errors of examiners at any time before the cancellation of such list; provided, however, that no persons theretofore certified from such list shall be displaced by reason of such correction. Examination papers of any examination shall be preserved during the life of an eligible list resulting therefrom.

Sec. 6. **Scope of Subjects.** Under the subject termed "Experience" the candidate shall be required to give his age, education, training and a concise statement of his experience, with names of former employers, dates and a description of the work performed. Under the subject termed "Special Subject" the candidate shall be examined in such matters as are involved in the duties of the position to be filled, and such subject may include an oral test or ocular demonstration, or both. In examinations for positions in the skilled labor service (Class K), candidates may be examined as to their knowledge of a trade, craft or useful art, by a practical test. The weight of such practical test shall be fixed by the Commission prior to the examination; provided, that such weight shall be deducted from the weight given to the subject termed "Special Subject" in such examination. Under the subject termed "Educational" the candidate shall be tested as to his knowledge and ability in spelling, penmanship, arithmetic or mathematics, English, geography, civil government, general information, or any or all of these. Under the subject termed "Report" the candidate shall be required to write a report upon an assumed state of facts, and in grading this subject one-half of its weight may be assigned to composition where it is practicable. Under the subject termed "Physical" the candidate shall be tested as to his physique, bodily condition, health, muscular strength and agility. Where a physical test is not included in the following schedules such test may be added as a subject, and the weight thereof shall be fixed by the Commission prior to the examination; provided, however, that the weight given to such subject shall not exceed one-fifth of the total weight, and shall be deducted from the weight given to the subject termed "Special Subject" in such examination.

Sec. 7. **Medical and Physical Examination.** The Commission may determine by medical and physical examination whether applicants for any position possess the prescribed standards of health and physique. The result of such medical examination shall be considered only in determining the fitness of applicants to be examined

further, and shall not be a factor in determining general average. The Commission may, however, establish tests of physical strength and condition as a subject in examination, and give weight thereto, as provided in Section 6 of this rule. Where positions require special physical fitness the Commission may cause a special investigation and examination of eligibles to be made to determine whether they continue to possess the same.

Sec. 8. **Schedule of Subjects and Weights.** The subjects and respective weights in original entrance examinations for any office or place shall conform to the schedules prescribed in Sections 9 to 18, inclusive, in this rule. Where a schedule of subjects and weights is not established by these rules the Commission shall fix a table thereof for any examination at least two weeks prior to the holding of such examination, and record of such action shall be made in the minutes of the Commission.

Sec. 9. Class A—**Medical Service.** (a). Grade I:

Special SubjectWeight of 4

Educational..... $\left\{ \begin{array}{l} \text{Spelling}\frac{1}{2} \\ \text{Penmanship}\frac{1}{2} \\ \text{Arithmetic 1} \end{array} \right\}$ Weight of 2

ExperienceWeight of 3

ReportWeight of 1

(b) Grade II and above:

Special SubjectWeight of 5

ExperienceWeight of 3

ReportWeight of 2

Sec. 10. Class B—**Engineering Service.** (a) For positions in Grade I and Grade II:

Special SubjectWeight of 5

MathematicsWeight of 2

ExperienceWeight of 2

ReportWeight of 1

(b) For positions in Grade III and above:

Special SubjectWeight of 5

ExperienceWeight of 3

MathematicsWeight of 1

ReportWeight of 1

Section 11. Class C—**Clerical Service.** (a) For positions in Grade I to Grade III inclusive, requiring special knowledge, and for all positions requiring knowledge of stenography and typewriting:

Special SubjectWeight of 4

Educational..... $\left\{ \begin{array}{l} \text{Spelling 1} \\ \text{Penmanship}\frac{1}{2} \\ \text{Civil Government....}\frac{1}{2} \\ \text{Arithmetic 1} \end{array} \right\}$ Weight of 3

ReportWeight of 1

ExperienceWeight of 2

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(b) For positions other than specified in (a), in Grade I to Grade III, inclusive:

Special Subject Weight of 3

| | | | | | | | | | | |
|---------------------|--|----------------|---|------------------|---|---------------------|---|------------------|---|-------------|
| Educational | <table border="0"> <tr> <td>Spelling</td> <td>2</td> </tr> <tr> <td>Penmanship</td> <td>1</td> </tr> <tr> <td>Civil Government...</td> <td>1</td> </tr> <tr> <td>Arithmetic</td> <td>2</td> </tr> </table> | Spelling | 2 | Penmanship | 1 | Civil Government... | 1 | Arithmetic | 2 | Weight of 6 |
| Spelling | 2 | | | | | | | | | |
| Penmanship | 1 | | | | | | | | | |
| Civil Government... | 1 | | | | | | | | | |
| Arithmetic | 2 | | | | | | | | | |

Experience Weight of 1

(c) For positions in Grade IV and above, except such positions as require knowledge of stenography and typewriting, as hereinbefore provided:

Special Subject Weight of 4

Experience Weight of 3

| | | | | | | | | |
|------------------------|--|------------------|---|---------------------|---------------|------------------------|---------------|-------------|
| Educational | <table border="0"> <tr> <td>Arithmetic</td> <td>1</td> </tr> <tr> <td>Civil Government...</td> <td>$\frac{1}{2}$</td> </tr> <tr> <td>General information...</td> <td>$\frac{1}{2}$</td> </tr> </table> | Arithmetic | 1 | Civil Government... | $\frac{1}{2}$ | General information... | $\frac{1}{2}$ | Weight of 2 |
| Arithmetic | 1 | | | | | | | |
| Civil Government... | $\frac{1}{2}$ | | | | | | | |
| General information... | $\frac{1}{2}$ | | | | | | | |

Report Weight of 1

Sec. 12. Class D—**Police Service.** (a) For patrolman:

| | | | | | | | | |
|----------------------|---|-------------------|--|--------------|---|----------------------|---|-------------|
| Special Subject. | <table border="0"> <tr> <td>Rules and regula-</td> <td></td> </tr> <tr> <td>tions*</td> <td>3</td> </tr> <tr> <td>City information....</td> <td>1</td> </tr> </table> | Rules and regula- | | tions* | 3 | City information.... | 1 | Weight of 4 |
| Rules and regula- | | | | | | | | |
| tions* | 3 | | | | | | | |
| City information.... | 1 | | | | | | | |

| | | | | | | | | |
|----------------------|---|----------------------|--|----------------------|--|------------------|---|-------------|
| Physical | <table border="0"> <tr> <td>Tests of agility and</td> <td></td> </tr> <tr> <td>muscular strength. 2</td> <td></td> </tr> <tr> <td>Inspection</td> <td>1</td> </tr> </table> | Tests of agility and | | muscular strength. 2 | | Inspection | 1 | Weight of 3 |
| Tests of agility and | | | | | | | | |
| muscular strength. 2 | | | | | | | | |
| Inspection | 1 | | | | | | | |

| | | | | | | | | | | | | |
|---------------------|---|----------------|-----|------------------|-----|---------------------|--|------------------|-----|------------------|-----|-------------|
| Educational | <table border="0"> <tr> <td>Spelling</td> <td>0.5</td> </tr> <tr> <td>Penmanship</td> <td>0.5</td> </tr> <tr> <td>Geography and civil</td> <td></td> </tr> <tr> <td>government</td> <td>0.5</td> </tr> <tr> <td>Arithmetic</td> <td>0.5</td> </tr> </table> | Spelling | 0.5 | Penmanship | 0.5 | Geography and civil | | government | 0.5 | Arithmetic | 0.5 | Weight of 2 |
| Spelling | 0.5 | | | | | | | | | | | |
| Penmanship | 0.5 | | | | | | | | | | | |
| Geography and civil | | | | | | | | | | | | |
| government | 0.5 | | | | | | | | | | | |
| Arithmetic | 0.5 | | | | | | | | | | | |

Experience Weight of 1

(b) For policewoman:

Special Subject Weight of 3

Experience Weight of 3

| | | | | | | | | | | |
|----------------------|---|----------------------|--|----------------------|--|------------------|-----|----------------|-----|-------------|
| Educational | <table border="0"> <tr> <td>City information and</td> <td></td> </tr> <tr> <td>civil government.. 1</td> <td></td> </tr> <tr> <td>Arithmetic</td> <td>0.5</td> </tr> <tr> <td>Spelling</td> <td>0.5</td> </tr> </table> | City information and | | civil government.. 1 | | Arithmetic | 0.5 | Spelling | 0.5 | Weight of 2 |
| City information and | | | | | | | | | | |
| civil government.. 1 | | | | | | | | | | |
| Arithmetic | 0.5 | | | | | | | | | |
| Spelling | 0.5 | | | | | | | | | |

Physical Weight of 1

Report Weight of 1

Grading on inspection shall be judgment marks based upon ap-

*Note.—Each applicant for police service may, upon request, receive from the Civil Service Commission a pamphlet containing necessary information on rules and regulations, upon application at the office of the Commission, or at the place of holding the medical and physical examinations.

plicant's carriage and manly qualities as shown in his appearance before the medical examiners, and in his work in the physical examination. The markings shall be made at the time of the medical and physical examination by the examiners appointed by the Commission for that purpose. Such markings shall be averaged, and the rating thus obtained shall be the final grading on that subject.

Except in cases of policewomen and message and supply carriers original appointment to the police force shall be as patrolmen. In addition to the requirements of Rule II, applicants for positions of patrolmen, at the time of examination must be between 24 and 34 years of age, not less than 5 feet 8 inches in height (in bare feet), of weights and measurements falling within the limits below prescribed, and must be physically qualified to sustain the labors and exposures of a patrolman, as determined by the medical examiner and physical examiner appointed by the Commission; provided, however, that applicants who have had previous experience in the service may, in the discretion of the Commission, be permitted to take such examination, and be given credit for not exceeding five years upon maximum age limit for time actually served in the department.

The physical schedule for patrolmen shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest, Quiescent |
|-----------------|----------------|----------------|---|
| 5 feet 8 inches | 145 pounds | 185 pounds | 35 inches |
| 5 " 9 " | 150 " | 190 " | 35½ " |
| 5 " 10 " | 155 " | 195 " | 36 " |
| 5 " 11 " | 160 " | 205 " | 37 " |
| 6 " " | 165 " | 210 " | 37½ " |
| 6 " 1 " | 170 " | 215 " | 38 " |
| 6 " 2 " | 175 " | 225 " | 39 " |
| 6 " 3 " | 180 " | 230 " | 40 " |
| 6 " 4 " | 185 " | 235 " | 41 " |

Applications for the position of patrolman whose weight is less than 145 pounds and more than 235 pounds shall be rejected. Applicants shall have a chest expansion of not less than three inches.

Applicants for position as message and supply carriers must be between 21 and 34 years of age at the time of examination. The physical schedule for message and supply carriers shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest, Quiescent |
|-----------------|----------------|----------------|---|
| 5 feet 5 inches | 130 pounds | 165 pounds | 33 inches |
| 5 " 6 " | 135 " | 170 " | 33½ " |
| 5 " 7 " | 140 " | 175 " | 34 " |
| 5 " 8 " | 145 " | 180 " | 35 " |
| 5 " 9 " | 150 " | 185 " | 35½ " |
| 5 " 10 " | 155 " | 190 " | 36 " |
| 5 " 11 " | 160 " | 200 " | 37 " |

Policewoman: At the time of examination applicants must be not less than 30 nor more than 45 years of age, not less than 5 feet nor more than 5 feet 9 inches in height (in bare feet), weighing not less than 115 pounds nor more than 180 pounds, and with weight and measurement proportionate to height. The applicant must pass a medical examination and meet such physical standards and tests as shall be prescribed by the Commission.

Sec 13. Class E—**Operating Engineering Service.** All grades:

Special Subject Weight of 5
 Experience Weight of 3
 Arithmetic Weight of 1
 Report Weight of 1

Sec. 14. Class F—**Fire Service.** For pipeman and truckman:

Physical $\left\{ \begin{array}{l} \text{Tests of agility and} \\ \text{muscular strength. 4} \\ \text{Inspection 2} \end{array} \right\}$ Weight of 6

Educational $\left\{ \begin{array}{l} \text{Arithmetic 1} \\ \text{Spelling 0.5} \\ \text{Penmanship 0.5} \end{array} \right\}$ Weight of 2

Special Subject $\left\{ \begin{array}{l} \text{Rules and regula-} \\ \text{tions*} \end{array} \right\}$ Weight of 2

In examination for driver a practical test shall be added to the above schedule and given a weight of 5.

Grading on inspection shall be judgment marks based upon applicant's carriage and manly qualities, as shown in his appearance before the medical examiners and in his work in the physical examination. The markings shall be made at the time of the medical and physical examinations, by the examiners appointed by the Commission for that purpose. Such markings shall be averaged, and the rating thus obtained shall be the final grading on that subject.

For assistant engineer, marine pilot, marine engineer and stoker:

Physical Weight of 2
 Special Subject Weight of 5
 Experience Weight of 1

Educational $\left\{ \begin{array}{l} \text{Spelling } \frac{1}{2} \\ \text{Penmanship } \frac{1}{2} \\ \text{Arithmetic 1} \end{array} \right\}$ Weight of 2

Original appointments to the uniformed force of the Fire Department shall be in the lowest grades in the several branches of the service. Applicants, in addition to the requirements specified in Rule II, at the time of the examination must be between the ages of 21 and 30 years, not less than 5 feet 8 inches in height (in bare feet), possess weight and measurements in accordance with the table given below, and must be physically qualified to sustain the labors and exposures of the fire service, as determined by the medical examiner and

The physical schedule for applicants for the fire service, except as hereinbefore provided, shall be as follows:

| Height | Minimum Weight | Maximum Weight | Minimum Circumference of Chest Quiescent |
|-----------------|----------------|----------------|--|
| 5 feet 8 inches | 150 pounds | 190 pounds | 35 inches |
| 5 " 9 " | 155 " | 195 " | 35½ " |
| 5 " 10 " | 160 " | 200 " | 36 " |
| 5 " 11 " | 165 " | 205 " | 37 " |
| 6 " " | 170 " | 215 " | 37½ " |
| 6 " 1 " | 175 " | 220 " | 38 " |
| 6 " 2 " | 180 " | 230 " | 39 " |
| 6 " 3 " | 185 " | 235 " | 40 " |
| 6 " 4 " | 190 " | 240 " | 41 " |
| 6 " 5 " | 195 " | 250 " | 42 " |

| | | | |
|-------------|-------|---|-------------|
| Educational | | $\left\{ \begin{array}{ll} \text{Penmanship} & \dots\dots\dots 1 \\ \text{Arithmetic} & \dots\dots\dots 1 \end{array} \right\}$ | Weight of 2 |
| Experience | | | Weight of 3 |

*Note—Each applicant for fire service may, upon request, receive from the Civil Service Commission a pamphlet containing the necessary information on rules and regulations, upon application at the office of the Commission or at the place of holding the medical and physical examinations.

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ReportWeight of 1

Sec. 17. Class I—**Supervising Service.** (a) For positions in Grade 1 (except as hereinbefore provided) to Grade III, inclusive:

Special SubjectWeight of 4

Educational $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship0.5} \\ \text{Arithmetic1.0} \end{array} \right\}$ Weight of 2

ExperienceWeight of 3

ReportWeight of 1

(b) Guard, Grade I:

Special SubjectWeight of 4

Educational $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship0.5} \\ \text{Arithmetic1.0} \end{array} \right\}$ Weight of 2

ExperienceWeight of 1

Physical $\left\{ \begin{array}{l} \text{Tests of agility and} \\ \text{muscular strength.. 2} \\ \text{Inspection 1} \end{array} \right\}$ Weight of 3

Applicants for the position of guard, Grade I, shall conform to the requirements as to physical standards applying to applicants for appointment as patrolman, Police service, as specified in Section 11 of this rule.

(c) Grade IV and above:

Special SubjectWeight of 5

EducationalWeight of 1

ExperienceWeight of 3

ReportWeight of 1

Section 18. Class K—**Skilled Labor Service.** (a) For positions of foreman, assistant foreman and other positions requiring making of reports:

Special SubjectWeight of 5

ReportWeight of 1

ExperienceWeight of 3

Educational $\left\{ \begin{array}{l} \text{Penmanship0.5} \\ \text{Arithmetic0.5} \end{array} \right\}$ Weight of 1

(b) For positions other than those specified in (a):

Special SubjectWeight of 5

ExperienceWeight of 3

Physical testWeight of 2

RULE IV.

REQUISITION AND CERTIFICATION.

Section 1. **Vacancies and Requisition.** Whenever a vacancy in the classified service occurs the appointing officer shall make requisition for certification, and such requisition shall be upon the form

prescribed by the Commission and shall specify the title, class, grade, general duties and pay of the position to be filled. Unless specified in the requisition or determined by statute or ordinance, sex shall be disregarded in certification. Upon receipt of a requisition the Commission shall, unless the vacancy is to be filled by reinstatement, transfer or promotion, under the provisions of the rules, certify to the appointing officer the name of the person standing highest on the register of eligibles appropriate to the duties of the position to be filled. Where vacancies are to be filled from a promotion eligible list, the Commission shall certify to the appointing officer the names of the three, if there be so many, standing highest on such promotion register, and the appointing officer shall appoint one of those so certified. No name shall be certified from a promotion register more than three times to the same bureau within a period of three consecutive months. No person shall be certified to any position at a salary higher than the minimum salary prescribed in the schedules at the time of certification of persons occupying positions of the same title, class and grade, except as provided under Section 1 of Rule IX.

Sec. 2. Vacancies Filled from Registers of Higher Rank or Grade. Whenever an entire rank or grade in any class of the service shall be abolished by ordinance or by the failure of the City Council to appropriate, or otherwise, the name or names of persons then filling positions in such rank or grade in the classified service shall be placed, in the order of their appointment to the rank or grade of service so abolished, at the head of an eligible list for reinstatement in the next lower rank or grade in the same class of service. If no such list exists one shall thereupon be established, and the person or persons shall be eligible to vacancies of positions in such next lower rank or grade and in the same class of service.

Sec. 3. Certification. A written notice, upon blanks prescribed by the Commission, shall be mailed to the eligible, at his latest address as shown by the records of the Commission, stating that his name has been certified to the appointing officer. A similar notice shall be sent to the appointing officer, containing the name of the eligible certified. The appointing officer shall make immediate report to the Commission of all appointments. Employees accepting certification from a promotion register are thereby permanently separated from the positions formerly held by them, except as hereinbefore provided. No person shall be certified from a promotion list who has been separated permanently from the service of the city. An eligible may accept certification to a position in a grade lower than that for which he was examined, and in the same general class of service and of similar duties, but the acceptance of any such lower grade position shall fix permanently the grade of the appointee therein.

Sec. 4. Certification from More than One Register. An employee who leaves a position to accept employment by certification from another eligible register shall be separated permanently from

the position formerly held by him, except as in this rule otherwise provided; provided, that any such employe, in the discretion of the Commission, within six months, upon his request and with the approval of the department or departments concerned, may be reinstated in any vacancy in the same class and grade from which he was so separated, or his name may be placed on the appropriate reinstatement list; and provided, further, that where an officer or employe accepts certification to a higher position, the duties of which are merely temporary, he shall be reinstated in his former position without loss of seniority, when such higher duty is completed.

Sec. 5. **Waiver.** Persons certified or tendered reinstatement must report to the head of the department or appointing officer within five days from the date of certification, and in case of failure to report their names shall be removed from the eligible register. The Commission may permit eligibles to waive certification or reinstatement in cases where it considers the reasons given for such waiver as good and sufficient, and where it is desirable to keep the name of the eligible on the register from which the certification was made. If the reasons assigned are not approved by the Commission, then the names of the eligibles so certified or tendered reinstatement shall be removed from the registers from which they were certified. Within thirty days thereafter the names of the persons so removed from the eligible register may be restored, should satisfactory reasons for such action be offered. Waivers must be filed with the Commission within five days from date of certification, and, if approved, the name of such eligible shall not be certified until the waiver has been withdrawn. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one year.

Sec. 6. **Probation.** Original appointment shall be on probation for a period of six months, but there shall be no probation period in the case of appointments from promotion lists. If any probationer, upon a fair test, shall be found incompetent or unqualified to perform the duties of the position to which he has been certified, the appointing officer shall certify the same to the Commission in writing, specifying his reasons, and request the separation of such probationer. Upon approval by the Commission, such probationer shall be discharged. Time served on probation, whether continuous or not, shall be credited upon the period of probation.

Sec. 7. **Temporary Appointment.** Upon receipt of a requisition for certification to a position for which there is no eligible list, the Commission may grant authority to the officer making such requisition to make temporary appointment to fill said position, such appointment to remain in force only until a regular appointment can be made. Upon receipt of a request by the appointing officer, the Commission may grant authority to the said officer to make temporary appointment to fill a vacancy in employment of an essentially temporary and transitory nature; provided, that the appointing officer

in making request for such authority gives facts which in the judgment of the Commission show that the said employment is in fact temporary.

RULE V.

EFFICIENCY.

Section 1. **Standards of Service.** The Commission shall from time to time:

(a) Ascertain the duties imposed by law and practice upon particular groups of appointees, the manner in which these duties are performed, the cost thereof to the city, the system and conditions under which such groups transact public business, the number of officers and employes engaged upon particular duties, and such other facts as shall enable the Commission to determine and compare the actual efficiency with the efficiency which ought fairly to be expected from the groups.

(b) Ascertain and record the standard of efficiency, which standard shall be based on a marking of 80 per cent.

Sec. 2. **Efficiency Records.** Records of efficiency of appointees in the classified service shall be kept by the Commission, and shall contain markings derived from reports of departments or bureaus, or from investigations by the Commission. The Commission shall, from time to time, by written order recorded in the minutes, prescribe subjects or factors to be used in determining efficiency markings, provide a schedule of demerits based on attendance and discipline, and assign weights to such factors and demerits. The subjects or factors prescribed shall be based upon the duties of the particular position to which they apply, shall be uniform for all positions having similar duties, and shall be such as will test fairly the quality and the amount of service performed, and the weights assigned shall be such as will represent fairly their relative values.

Sec. 3. **Markings Furnished by Departments.** The Commission shall record efficiency markings derived from reports made periodically by heads of departments or bureaus in accordance with methods approved by the Commission. Records, reports and markings of efficiency in each department and bureau shall be open at all times to inspection of the Commission. The efficiency records of the Commission respecting each department likewise shall be open to the head of such department. Each appointee shall have the right to be informed of the efficiency recorded for him by the Commission.

Sec. 4. **Markings Entered by Commission.** The Commission retains to itself exclusive authority in entering markings upon efficiency records in the following cases:

(a) Any final average of more than 85 or less than 75.

(b) Any final average with any part thereof more than 85 or less than 75.

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- (c) Any marking on subjects involving tests of health and physical fitness for duty.
- (d) Where alleged neglect or breach of duty on the part of some officer or employe is brought to the attention of the Commission by a sworn statement setting forth facts which tend to show such neglect or breach.

No marking in any of the classes or cases over which the Commission retains exclusive jurisdiction shall be entered on an efficiency record until after an investigation of the facts on which it may be based has been made and the markings approved by the Commission and reported to the head of the department involved.

Sec. 5. Charges Based on Efficiency Records. Any marking below 70 on the efficiency record of an appointee of the classified service shall be reported to the head of the department in which such appointee is employed, with such recommendation as the Commission shall see fit to make. Where the final average of such record is below 70, the Commission shall recommend that the head of the department file charges for the removal of such appointee. Where the head of the department fails to act upon such recommendation, the secretary shall file charges.

Sec. 6. Department Rights. Nothing contained in any of these rules shall interfere with the right and duty of the head of a department to file charges on any grounds which he considers justifiable.

RULE VI.

PROMOTION.

Section 1. Method of Promotion. Whenever a vacancy in the classified service exists, unless such vacancy is filled by reinstatement or transfer, it shall be filled by promotion from the next lower rank or grade, when such rank or grade contains two or more eligible persons desirous of taking examination. Promotion shall be accomplished by means of a competitive examination. Should not more than one eligible candidate register, or should all candidates fail to pass, an original entrance examination shall be held.

Sec 2. Eligibility. No person shall be eligible for promotion from a position in any grade to fill a vacancy in the next higher grade unless the position in which he is employed at the time of examination is in the same line and character of work as the position to be filled, and unless such person has served in such grade by actual employment for at least six months, unless otherwise prescribed by these rules, and is at the time of examination actually employed in such grade, or is on leave of absence or is eligible for reinstatement.

Sec. 3. Notice and Applications. Notice of promotion examination shall be published and shall be posted in the office of the Commission, as well as in the department or bureau in which the promotion may be made, for two weeks prior to such examination. Such notice shall give date and character of the examination, and shall

indicate the grade or rank of those eligible thereto. Applicants for promotion examination shall register in the office of the Commission prior to the beginning of the examination.

Sec. 4. **Schedule of Subjects and Weights.** The subjects and respective weights in promotion examination for any office or place shall conform to the schedules prescribed in the following:

Sec. 5. Class A—**Medical Service.**

| | |
|------------------|-------------|
| Duties | Weight of 5 |
| Report | Weight of 2 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 6. Class B—**Engineering Service.** (a) For positions in Grade I and Grade II:

| | |
|-------------------|-------------|
| Duties | Weight of 4 |
| Mathematics | Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

(b) For positions in Grade III and above:

| | |
|-------------------|-------------|
| Duties | Weight of 5 |
| Mathematics | Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 7. Class C—**Clerical Service.** (a) For positions in Grade I to Grade III inclusive, requiring special knowledge and for all positions requiring knowledge of stenography and typewriting:

| | |
|-------------------|--|
| Duties | Weight of 4 |
| Educational | $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship0.5} \\ \text{Civil government...0.5} \\ \text{Arithmetic0.5} \end{array} \right\} \text{Weight of 2}$ |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

(b) For positions other than specified in (a) in Grade I to Grade III inclusive:

| | |
|-------------------|--|
| Duties | Weight of 3 |
| Educational | $\left\{ \begin{array}{l} \text{Spelling0.5} \\ \text{Penmanship1.0} \\ \text{Civil Government ..0.5} \\ \text{Arithmetic1.0} \end{array} \right\} \text{Weight of 3}$ |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

(c) For positions in Grade IV and above, except such positions

as require knowledge of stenography and typewriting, as hereinbefore provided:

| | | | | | | | |
|-----------------------|---|------------------|-----|---------------------|-----|-----------------------|-----|
| Duties | Weight of 4 | | | | | | |
| Educational | <table><tr><td>Arithmetic</td><td>1.0</td></tr><tr><td>Civil Government ..</td><td>0.5</td></tr><tr><td>General Information..</td><td>0.5</td></tr></table> Weight of 2 | Arithmetic | 1.0 | Civil Government .. | 0.5 | General Information.. | 0.5 |
| Arithmetic | 1.0 | | | | | | |
| Civil Government .. | 0.5 | | | | | | |
| General Information.. | 0.5 | | | | | | |
| Report | Weight of 1 | | | | | | |
| Efficiency | Weight of 2 | | | | | | |
| Seniority | Weight of 1 | | | | | | |

No person in Grade III (Clerical Service) shall be examined for promotion to Grade IV (Clerical Service), who has served less than two years in Grade III on the date of the promotion examination, and can otherwise qualify. No person in Grade IV (Clerical Service) shall be examined for promotion to Grade V, who has served less than eighteen months in Grade IV, and can otherwise qualify; provided, however, that should less than four eligibles register for promotion to Grade V, then that promotion examination shall be thrown open to persons who have served in Grade IV for at least six months on the date of the examination.

Sec. 8. Class D—Police Service.

(a) For positions in the police service other than second-class detective sergeant:

| | | | | | | | | | |
|--|--|--|-----|------------------|-----|------------------|-----|---|-----|
| Duties | Weight of 3 | | | | | | | | |
| Physical | <table><tr><td>Test of agility and muscular strength and physical condition</td><td></td></tr></table> Weight of 1.5 | Test of agility and muscular strength and physical condition | | | | | | | |
| Test of agility and muscular strength and physical condition | | | | | | | | | |
| Educational | <table><tr><td>Spelling</td><td>0.5</td></tr><tr><td>Penmanship</td><td>0.5</td></tr><tr><td>Arithmetic</td><td>0.5</td></tr><tr><td>History, geography and civil government</td><td>1.0</td></tr></table> Weight of 2.5 | Spelling | 0.5 | Penmanship | 0.5 | Arithmetic | 0.5 | History, geography and civil government | 1.0 |
| Spelling | 0.5 | | | | | | | | |
| Penmanship | 0.5 | | | | | | | | |
| Arithmetic | 0.5 | | | | | | | | |
| History, geography and civil government | 1.0 | | | | | | | | |
| Efficiency | Weight of 2 | | | | | | | | |
| Seniority | Weight of 1 | | | | | | | | |

(b) For positions of second-class detective sergeant:

| | | | | | | | | | |
|--|---|----------------|-----|------------------|-----|------------------|-----|--|-----|
| Duties | Weight of 4.5 | | | | | | | | |
| Educational | <table><tr><td>Spelling</td><td>0.5</td></tr><tr><td>Arithmetic</td><td>0.5</td></tr><tr><td>Penmanship</td><td>0.5</td></tr><tr><td>History, geography, and civil government</td><td>0.5</td></tr></table> Weight of 2 | Spelling | 0.5 | Arithmetic | 0.5 | Penmanship | 0.5 | History, geography, and civil government | 0.5 |
| Spelling | 0.5 | | | | | | | | |
| Arithmetic | 0.5 | | | | | | | | |
| Penmanship | 0.5 | | | | | | | | |
| History, geography, and civil government | 0.5 | | | | | | | | |
| Physical | Weight of 1 | | | | | | | | |
| Efficiency | Weight of 2 | | | | | | | | |
| Seniority | Weight of 0.5 | | | | | | | | |

No person shall be examined for the position of sergeant in the Police Department except a patrolman who has served not less than four years as such.

No person shall be examined for the position of second-class detective sergeant in the Police Department except sergeants who have been in the service of the city as such for six months immediately preceding an examination for second-class detective sergeant, or patrolmen who have been in the service of the city as such for two years immediately preceding an examination for second-class detective sergeant. No person shall be examined for position of first-class detective sergeant except lieutenant of police, captains of police or second-class detective sergeants who have been in the service of the city as such for six months immediately preceding an examination for first-class detective sergeant.

No person shall be examined for the position of lieutenant or for any position in the higher grades in the police service until he shall have served in the next lower grade by actual employment for at least one year.

Sec. 9. Class E—Operating Engineering Service.

| | |
|--------------------------------|-------------|
| Duties | Weight of 5 |
| Educational (arithmetic) | Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

No person in Class E, Branch B, operating engineering service, Board of Education, shall be examined for promotion to Grade III until he shall have served in Grade II by actual employment for at least five years, and can otherwise qualify; provided, however, that should less than four eligibles register for promotion to Grade III, then that examination shall be thrown open to persons who have served in Grade II for at least two years. No person shall be examined for promotion to Grade II until he shall have served in Grade I by actual employment for at least two years.

Sec. 10. Class F—Fire Service.

| | | | | | | | | |
|---|---|---|---------------|---------------|------------------|-----|------------------|-----|
| Duties | Weight of 3 | | | | | | | |
| Physical | <table><tr><td>Tests of agility and muscular strength and physical condition</td><td rowspan="2">} Weight of 2</td></tr><tr><td></td></tr></table> | Tests of agility and muscular strength and physical condition | } Weight of 2 | | | | | |
| Tests of agility and muscular strength and physical condition | } Weight of 2 | | | | | | | |
| | | | | | | | | |
| Educational | <table><tr><td>Spelling</td><td>0.5</td><td rowspan="3">} Weight of 2</td></tr><tr><td>Penmanship</td><td>0.5</td></tr><tr><td>Arithmetic</td><td>1.0</td></tr></table> | Spelling | 0.5 | } Weight of 2 | Penmanship | 0.5 | Arithmetic | 1.0 |
| Spelling | 0.5 | } Weight of 2 | | | | | | |
| Penmanship | 0.5 | | | | | | | |
| Arithmetic | 1.0 | | | | | | | |
| Efficiency | Weight of 2 | | | | | | | |
| Seniority | Weight of 1 | | | | | | | |

No person shall be examined for the position of lieutenant in the Fire Department until he shall have served at least three years and six months as a member of the department, and the year of such

service immediately preceding the examination must have been as a pipeman or truckman. No person shall be examined for the position of captain or for any position in the higher grades in the fire service until he shall have served in the next lower grade by actual employment for at least one year.

Section 11. Class G—Library Service.

| | |
|--------------------------------|-------------|
| Duties | Weight of 5 |
| Educational (penmanship) | Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 12. Class H—Inspection Service.

| | |
|-------------------|--|
| Duties | Weight of 4 |
| Educational | $\left\{ \begin{array}{l} \text{Arithmetic} \dots\dots\dots 1 \\ \text{Penmanship} \dots\dots\dots 1 \end{array} \right\}$ Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 13. Class I—Supervising Service.

| | |
|-------------------|-------------|
| Duties | Weight of 4 |
| Educational | Weight of 2 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 14. Class K—Skilled Labor Service.

| | |
|-------------------|--|
| Duties | Weight of 5 |
| Educational | $\left\{ \begin{array}{l} \text{Penmanship} \dots\dots\dots 0.5 \\ \text{Arithmetic} \dots\dots\dots 0.5 \end{array} \right\}$ Weight of 1 |
| Report | Weight of 1 |
| Efficiency | Weight of 2 |
| Seniority | Weight of 1 |

Sec. 15. Seniority in Promotion. The weight given to seniority in a promotion examination shall in no case exceed one-tenth of the total weights of all subjects. Credit shall be given only for actual service in the grade or rank from which promotion is sought, whether such service has been continuous or not, except that whenever an employe takes a promotion examination for the purpose of obtaining legal standing under new grading schedules and is certified from the list resulting from such examination, his seniority shall be figured from the date of original certification to the position which he filled previous to taking the regrading promotion examination. The marking to be entered for seniority shall be obtained by adding to a marking of 75 as follows:

| | |
|---|----|
| Each full year of the first 3 years of service..... | 3 |
| Each full year of the next 6 years of service..... | 1½ |
| Each additional year of service (maximum 14 years) .. | ½ |

Sec. 16. Efficiency in Promotion. The weight given to efficiency

in any promotion examination shall in no case exceed two-tenths of the total weights. The marking to be entered for efficiency (except in classes having special rules covering determination of efficiency for promotion purposes) shall be obtained by averaging all monthly general efficiency ratings for the six months immediately preceding the examination. Where no efficiency records exist covering this period the Commission shall investigate and enter such marking as it shall deem proper. The Commission may revise upward or downward the average efficiency markings of all employes in any department participating in such promotion examination, but such revision shall be made on a pro rata basis, except that no employe shall be given a final efficiency average of more than 85 or less than 70.

Sec. 17. **Duties in Promotion.** Under the subject termed "Duties" in any promotion examination, the candidate shall be examined in such matters as will fairly test his knowledge of the actual duties, responsibilities and requirements of the position to be filled, and his fitness and qualifications to discharge such duties and meet such requirements. Where a physical test is not included in the schedules for promotion examinations, such test may be added as a subject, and the weight thereof shall be fixed by the Commission prior to the promotion examination. In examinations for positions in the Skilled Labor service (Class K), candidates may be examined as to their knowledge of a trade, craft or useful art, by practical test. The weight of such practical test shall be fixed by the Commission prior to the examination, provided that such weight shall be deducted from the weight given to the subject termed "Duties" in such examination.

RULE VII.

SEPARATIONS.

Section 1. **Suspensions.** For disciplinary purposes, heads of departments shall have power to suspend officers or employes for reasonable periods, not exceeding thirty days. The Commission may investigate any such suspension.

Sec. 2. **Who Shall File Charges.** Charges may be filed by the appointing officer or by the head of a department against any officer or employe in the classified service, appointed by such appointing officer or by such head of a department. Charges may be filed by others than heads of departments or appointing officers which the Commission may in its discretion investigate, or cause to be investigated, as herein provided.

Sec. 3. **Hearings.** The Commission shall cause notice in writing of charges to be served personally upon the officer or employe against whom they are filed, or shall have the same mailed to his address, as shown by the records of the Commission, notifying him of the time and place of such investigation, and shall give him an opportunity to be heard in his own defense. No such investigation shall be held

less than five days after the serving or mailing of notice. The decision of the Commission or officer or board making such investigation, when approved by the Commission, shall be certified to the appointing officer or head of the department, and be forthwith enforced by him.

Sec. 4. Removal and Discharge. Charges for removal or discharge shall be investigated by the Commission or by some officer or board appointed by it. All charges shall be filed with the Civil Service Commission. The charges shall state specifically the facts alleged to constitute the cause for discharge or removal, and shall indicate the paragraph or paragraphs of Section 5 of this rule under which such discharge or removal is sought.

Sec. 5. Causes for Removal and Discharge. Any member of the classified civil service of the city of Chicago who shall be guilty of any one or more of the following offenses, shall be subject to removal or discharge from the service; provided, however, that nothing in this section contained shall be held to prevent removal upon charges based upon any other act or offense not specifically set forth herein:

- (a) Absence without leave.
- (b) Neglect of duty.
- (c) Incompetency or inefficiency in the service, or incapacity due to mental or physical disability.
- (d) Disobedience of any lawful rule, order or direction of his superior, or refusal to obey such rule, order or direction.
- (e) Intoxication while on duty.
- (f) Conduct unbecoming an officer or employe of the city.
- (g) Insubordination.
- (h) Using coarse, profane, abusive or disrespectful language to the public or to any officer or employe of the city.
- (i) Failure to exercise courtesy and render the best possible service to the public.
- (j) Disorderly or immoral conduct whether on or off duty.
- (k) Any criminal act; but if any such act is, at the time charges are pending before the Commission, then subject to criminal proceedings, the officer or employe so charged shall be entitled, at his request, to a continuance of the hearing, under suspension, for a period not to exceed thirty days. The Commission may in its discretion grant further continuances at the request of the employe charged, but as a condition thereof shall require waiver of salary during such additional continuances; provided, however, such employe may secure an earlier hearing of such charges if he so elects.
- (l) Any felony or any misdemeanor involving moral turpitude in which a conviction has been secured.
- (m) Failure to pay or make reasonable provision for future pay-

ment of just debts, thereby causing annoyance to a superior officer or scandal in the service.

(n) Careless or wilful damage to city property, or the waste of city supplies and equipment.

(o) Violation of any provision of the city civil service act or any rule of the Commission passed in pursuance thereof.

(p) Lobbying in violation of the provisions of the ordinance of the city council of July 15, 1912.

(q) Pernicious political activity as defined in the following:

Pernicious political activity is hereby defined to be:

(1) Any use of position in the classified service to further the candidacy of any person.

(2) Engaging in political work during working hours.

(3) Impairing efficiency during working hours by unnecessary political activity outside of working hours.

Sec. 6. **Rehearings.** Petitions for rehearings of persons removed or discharged from the classified service of the city after investigation by the Commission, or by some officer or board appointed by the Commission to make such investigation, must be filed with the Commission within thirty days after the order of discharge has been entered. The petition shall state fully the grounds upon which the application is based, verified by affidavit.

RULE VIII.

TRANSFER, LEAVE OF ABSENCE, LAY-OFF, RESIGNATION AND REINSTATEMENT.

Section 1. **Method of Transfers.** Transfers may be made as follows:

(a) For a period not exceeding thirty days, from one position to a similar position of the same class, grade and character of work, and having the same pay, within a department, without notice to the Commission.

(b) From a position in one department to a similar position of the same class, grade and character of work, and having the same pay, in another department, providing the heads of the two departments concerned shall make request therefor.

(c) Where an employe becomes physically incapacitated for the performance of his duties, the head of the department may, at the request of such employe, transfer him to a position in a lower grade which he has the ability to fill.

In the application of the provisions of this section to employes in the Skilled Labor service (Class K), divisions in the Bureau of Engineering shall be considered as if they were departments.

Sec. 2. **Transfer Approved by the Commission.** All transfers, except as provided in paragraph (a) of Section 1, shall be subject to approval by the Commission, and no transfer shall be made to avoid a lay-off in any department.

Sec. 3. **Transfer Not Allowed by Commission.** Transfer shall

not be allowed where the examination upon which the appointment of an employe was based was not of a character and standard to test the fitness of such employe for the position to which it is proposed to make the transfer.

Sec. 4. Leave of Absence. Leave of absence from duty shall in no case be granted to an officer or employe who has been in the service of the city for less than three months immediately preceding his time of leave, except in case of absence on the ground of sickness, disability or urgent necessity, in which case application for leave shall be accompanied by such proof of same as the Commission may require, and said leave shall be granted only upon the approval of the Commission.

The head of a department may grant leave of absence from regular duty for a period not exceeding three months to an officer or employe who has been in the service of the city for more than three months, upon written application made to him by such subordinate officer or employe, and shall immediately report such leave to the Commission.

The head of a department may grant leave of absence for a period longer than three months from regular duty upon written application made to him by said subordinate officer or employe within his department, only with the approval of the Commission. The application shall be reported immediately to the Civil Service Commission, and the Commission shall approve such leave for the following purposes and reasons, and not otherwise:

- (a) Where leave is requested to enable an officer or employe to take any elective or appointive position in the city service exempted from the classified service by Section 11 of the Civil Service Act, the same may be granted for periods of one year, and during the actual service of such officer or employe in such position.
- (b) Where leave of absence is requested because of disability or injury received in the performance of duty, and not due to the negligence of the officer or employe himself, the same being recommended by the head of the department and, in case of members of the Police and Fire Departments, also approved by the Pension Board of the department concerned, such leave may be granted for periods of more than one year.
- (c) Where leave of absence is requested because of some special reason other than those above enumerated, and is recommended by the head of the department concerned: provided, that no such leave shall be granted for a period to exceed one year.

Leave of absence, except for disability or injury received in the performance of duty, shall in no case be extended unless application therefor be made prior to the expiration thereof, and no such leave, extension or continuation, whether continuous or not, shall exceed one year, except as herein provided.

Where a person has been granted a leave of absence on account of disability, and the same has expired, the Commission may grant such person an extension of such leave at the request of the department head, provided it shall appear that the failure to apply for such extension within the time above noted was due to such disability; and provided further that it be shown by certificate of the medical officer of the Commission that such disability has been continuous up to the time of such application.

Sec. 5. Absence Without Leave. Absence from duty without leave, or failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission, shall be cause for discharge; provided, however, that if the officer or employe so charged shall show to the satisfaction of the Commission that such absence or failure to report was excusable, the Commission may then order his reinstatement.

Sec. 6. Holding Position Open. Upon the expiration of a leave of absence, an officer or employe shall be reinstated in his position; provided, however, that if such absence with leave exceeds thirty days, or, in the case of injury in the service, sickness or other disability, ninety days, and the position in the meantime has been filled by certification, he shall be reinstated only when a vacancy in a position of his legal civil service grade and of the same class, grade, salary and character of work exists, and then in the order of his seniority in the position. The person displaced by the reinstatement of an officer or employe absent with leave, as hereinbefore provided, shall have his name restored to the eligible list, in accordance with his seniority in the position.

Sec. 7. Lay-Off. Whenever it becomes necessary in any bureau, through lack of work or funds, or for other cause, to reduce the force in any employment, the person working in such bureau who was last certified for such employment shall be the first laid off. Seniority of certification shall control in lay-off in cases of employes transferred from one bureau to another, or reinstated in the service. In the application of this section to positions in the skilled labor service (Class K) the divisions in the Bureau of Engineering shall be considered as bureaus. This section shall not apply to positions in the common labor service (Class L), in which employes may be laid off without regard to seniority.

Sec. 8. Resignation. The resignation of an officer or employe from the classified service shall be filed with the Commission by the head of the department receiving and accepting the same, and shall be effective only on approval by the Commission. The Commission may permit the withdrawal of such resignation and its cancellation upon application at any time within thirty days after the filing of the same; provided, however, that where an officer or employe in the classified service resigns for the purpose of accepting the benefits of any pension funds, owing to disability, and thereafter the removal of such disability shall have been shown to the satisfaction of the Com-

mission, the Commission may permit the withdrawal of such resignation and its cancellation at any time after the filing of the same. The fact that such resignation is for the purpose of coming within the disability features of any pension law shall be so stated in the resignation.

Sec. 9. Reinstatement. When any officer or employe has been given a leave of absence in accordance with the rules of the Civil Service Commission, or has been laid off in accordance with said rules, the person taking such leave or the person so laid off shall have precedence for reinstatement from the eligible register of positions of the same class, grade and salary and of the same character of work, according to seniority in his position. Any officer or employe who secures a leave of absence or a lay-off contrary to the provisions of the rules of the Commission shall forfeit his right for reinstatement in the service, and the vacancy shall be filled by certification of an eligible, in accordance with the provisions of Section 10 of the Civil Service Act.

Sec. 10. Hold-Overs. Hold-overs may be separated temporarily from the classified service and reinstated to similar positions of the same class, grade and character of work and having the same pay, but in no case shall a hold-over be eligible to reinstatement if the separation from the service has been continuous for more than one year.

RULE IX.

ADVANCEMENT ON EFFICIENCY AND SENIORITY.

Section 1. Advancement from Group to Group. Where the limits of compensation for each office or place of employment in a single class and grade of service are prescribed, such compensation limits are provided and specified by groups in the schedules set forth in Rule I. Appointment to an office or place in such grade, from either original or promotion registers, to any one department, shall in every case be made to the lowest compensation or salary group, except as hereinafter provided in this section. Advancement shall be from group to group within a grade, and shall be made on the basis of efficiency and seniority in the position within departments, as shown by the records thereof kept in the office of the Civil Service Commission, and in accordance with the schedules in Rule I.

An officer or employe who is advanced from a lower group to a higher group on the basis of efficiency and seniority in a position, as herein provided, may be returned to the lower group in the same grade and position within an advancement probationary period of six months, with the approval of the department concerned and of the Commission, if, in any one of these six months, the efficiency record of service in the higher group, kept in the office of the Civil Service Commission, falls below a marking of 75 per cent.

Where the condition of employment in a given office or place of

employment is of such a character as to make advancement from group to group on the basis of efficiency and seniority impracticable, and the Commission so rules by an order in its minutes, the compensation for the performance of the duties of such office or place of employment shall be at such uniform salary rate as shall be fixed after investigation, which rate shall be set forth in the minutes of the Commission.

Whenever an officer or employe takes a promotion examination for the purpose of obtaining legal standing under new grading schedules, and is certified from the list resulting from such examination, certification and appointment shall be at the salary rate which the officer or employe was receiving at the time of taking such promotion examination, and seniority at this salary rate shall be figured from the date of certification to the position which he filled previous to taking the regrading promotion examination.

Sec. 2. Seniority and Efficiency in Advancement. No person shall be eligible for advancement from a lower group to a higher group within a grade unless he has served in such lower group by actual employment for at least the period specified in the schedules of classes and grades set forth in Rule I, and advancement and additional compensation shall not be allowed before the date upon which report of such advancement is made to the Commission, except that in case of delay in receipt and action on report by the Commission a reasonable time may be allowed, which shall not exceed fifteen days. Advancement of officers or employes from group to group within a grade shall be based upon efficiency and seniority, provided the average net efficiency mark for the six months immediately preceding the date of the request for such advancement of the officers or employes who have served the requisite period as provided for in the schedules of classes and grades is not lower than 75 or where the average net efficiency mark is between 75 and 80, the work of such officers or employes is considered to merit the increased compensation, as determined by the Commission, and provided further, that such officers and employes have served in the bureau or department for a period of not less than six months immediately preceding the date of the request for such advancement.

Unless otherwise prescribed by these rules, the total weight assigned to efficiency and seniority in advancement shall not exceed three; the weight given to seniority in advancement shall be one-third of the total weight, and the weight given to efficiency in advancement shall be two-thirds of the total weight. The method of ascertaining markings for efficiency and seniority for advancement shall be the same as provided for obtaining markings of efficiency and seniority in promotion; provided that the marking entered for seniority shall be obtained by including the period to the last full month of service within the group, and provided further that in the advancement of engineer-custodians Section 3 of Rule IX shall govern.

Sec. 3. (a) Advancement of Engineer-Custodians. Vacancies of

positions of engineer-custodians (Class E, Operating Engineering service), Grade I, in the higher groups, shall in each case be filled by advancement from the next lower group. Advancement of engineer-custodians from group to group shall be based upon recorded and ascertained efficiency and seniority, as provided in (d) of this section. No engineer-custodian shall be eligible for advancement from any group in Grade I unless he shall have served in such group by actual employment for at least six months, and is at the time of the examination actually employed in such group, or is on leave of absence or is eligible for reinstatement.

(b) Registration.—Engineer-custodians desiring to take any advancement examination within Grade I shall register in the office of the Commission at least three whole days before the date fixed for the examination.

(c) Subjects and Weights.—The subjects and weights for advancement examinations within Grade I shall be as follows:

Recorded efficiencyweight of 6.0

Ascertained efficiency (as determined by
written examination)weight of 2.5

Seniorityweight of 1.5

(d) Efficiency in Markings.—Monthly efficiency markings of all positions of engineer-custodian and assistant engineer-custodian shall be recorded in the office of the chief engineer of the Board of Education, and shall be reported and entered in the efficiency records of the Civil Service Commission in accordance with Rule V of said Commission's rules. The mark for recorded efficiency shall be derived by averaging all general efficiency averages for the year immediately preceding the examination, but where no efficiency record exists or where it covers a period of less than one year, then the Commission shall investigate and enter such prescribed mark as it shall deem proper. The mark for ascertained efficiency shall be determined by a written examination covering the duties and matters pertaining to the work of positions of engineer-custodians. This examination shall be prepared and held under the supervision of the Civil Service Commission.

(e) Seniority in Advancement.—Credit for seniority shall be given in all examinations for advancement. The amount of this credit shall be based upon length of service in the group from which the applicant seeks advancement; provided, however, that in the first advancement examination taken the amount of seniority credit shall be based upon the total length of service of the applicant as engineer-custodian or assistant engineer-custodian in the Board of Education. The marking to be entered for seniority shall be obtained by adding to a marking of 75 as follows:

Each full year of the first 5 years of service.....1.5

Each full year of the next five years of service.....1.0

Each additional year of service0.1

(f) Advancement Schedules.—All persons in positions in any group, or who are eligible for reinstatement in that group, who have

an average of proficiency of 70 per cent or over in all subjects of examination for advancement, shall have their names entered upon a schedule for advancement from that group. An official copy of each advancement schedule resulting from advancement examination shall be certified by the Civil Service Commission to the chief engineer of the Board of Education.

(g) Designation for Advancement.—When a vacancy occurs in any group, the chief engineer shall designate for advancement the name of the person standing at the head of the advancement schedule for that group. In case the two highest men on the schedule have the same general average, the person with the highest mark for seniority shall be advanced. Any person designated and offered advancement who does not accept same within five days shall have his name placed at the bottom of the schedule for advancement of that group. The Commission may permit eligibles to waive such advancement in cases where it considers the reasons given for such waivers as good and sufficient and where it is desirable to keep the name of the eligibles on the schedule from which advancement is to be made. If the reasons assigned are not approved by the Commission, then the name of the eligible so designated or offered advancement shall be placed at the bottom of the schedule of advancement for that group. Waivers must be filed with the chief engineer of the Board of Education within five days from date of designation for advancement, and if approved, the name of such eligible shall not be certified until the waiver has been withdrawn. Waivers, whether continuous or otherwise, shall not be permitted for a period longer than one year.

(h) Transfer.—With the consent of any person in Grade I, such person may be transferred from a position in a higher group to one in a lower group in said grade. No transfer shall be made which shall place any person in a position classified in a group above the group for which he last qualified for promotion. Transfer of engineers within groups, whether from elementary school to elementary school or from high school to high school, shall be based upon efficiency and seniority. The total weight assigned to efficiency and seniority in the transfer of engineers within groups shall not exceed 5; the weight given to seniority shall be $\frac{2}{5}$ of the total weight and the weight given to efficiency in transfer shall be $\frac{3}{5}$ of the total weight. The method of ascertaining markings for efficiency and seniority for transfer within groups shall be the same as provided for in this section, provided that the marking to be entered for seniority shall be obtained by including the period to the last full month of service within the group.

(i) Expiration of Advancement Schedule.—Schedules for advancement shall expire by limitation of time in three years from date of posting thereof.

(j) Reinstatement.—Whenever it becomes necessary, for any cause, to lay off an engineer-custodian in Grade I, his name shall be placed on a list for reinstatement in his group. Reinstatement shall

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be made in the reverse order of lay-off, the last person laid off being given the first opportunity for reinstatement. No designation for advancement shall be made to any group until the list of eligibles for reinstatement in that group has been exhausted.

RULE X.

REPORTS.

Section 1. **Reports to Commission.** The appointing officer or head of a department shall immediately report to the Commission:

- (a) Appointments, whether emergency, temporary, probationary, permanent or for promotion.
- (b) Refusal or neglect to accept appointment by a person who has been certified.
- (c) Changes in the compensation of ranks or grades, or of officers or employes serving under him.
- (d) Suspension or reinstatement made by him of any officer or employe.
- (e) Transfers in his department, as provided in Rule VIII.
- (f) Every vacancy, resignation or separation from the service under him, and its cause.
- (g) The creation or abolition of any office or place of employment in his department.
- (h) Changes in department organization, with details for charting.
- (i) Efficiency marking of employes in his department as provided in Rule V.
- (j) Employing officers shall report, monthly, lay-offs and reinstatements in positions in Class L (labor service).

RULE XI.

COMMON LABOR SERVICE (CLASS L).

Section 1. **Eligible Registers.** The Commission shall maintain lists of persons eligible to employment in the common labor service, and, where the duties of the positions require, may establish separate lists for departments or bureaus or divisions therein, to be designated as groups. For such service the city may be divided into districts to be fixed by the Commission.

Sec. 2. **Examination and Certification.** Applications shall conform to the requirements of Rule II. Applicants shall be notified to report in person for physical examination and such other tests as the Commission may prescribe. The names of candidates who pass examination for positions in Branch a of Class L, labor service (unless otherwise disqualified), shall be placed on eligible registers in the order determined by lot in the following manner: The chief examiner and secretary shall appoint two examiners in the office of the Commission who shall place the names of those who pass such ex-

amination, for each group or district for which an eligible list is kept, in a box or wheel, from which one name at a time shall be drawn and numbered until all the names are so numbered, and they shall be entered on eligible lists in numerical order. Examination of candidates for positions in Branch b of Class L (labor service) may be competitive where the Commission, after investigation of the duties of such positions, finds that such competitive examination is practicable, and enters in its minutes an order to that effect in advance of such competitive examination. In such cases appropriate eligible registers shall be kept as in other cases where competitive examinations are held. Eligibles shall be certified in the order of their standing upon eligible lists for each group or district.

Sec. 3. **Transfer on Removal.** Persons employed in Class L (labor service), on removal from one district to another, shall be entitled to have their names transferred to the foot of the reinstatement list of the district into which they have removed, and to reinstatement prior to original certifications of new names in such district; otherwise transfers shall be made according to the provisions of Rule VIII.

Sec. 4. **Emergency.** In case of emergency, employing officers may temporarily employ persons without requisition to fill positions in Class L (labor service); provided, however, that such employment shall not continue more than five days without approval by the Commission.

RULE XII.

ADMINISTRATION.

Section 1. **Meetings.** Regular meetings of the Commission shall be held daily, except on holidays and Sundays. At the request of any one member of the Commission, a definite hour may be fixed for such regular meeting.

Sec. 2. **Special Meetings.** Special meetings may be held at any time, but action taken at such meetings must be approved at a regular meeting to be effective.

Sec. 3. **Order of Business.** The regular order of business shall be: Reading of minutes, reports of committees, unfinished business, new business.

Sec. 4. **Amendments.** Changes proposed in the rules shall be spread upon the minutes and action thereon postponed for not less than one week.

Sec. 5. **Regulations.** The Commission may by resolution from time to time adopt regulations of procedure for the administration of these rules.

Sec. 6. **Definitions.** As used in these rules, the word "Commission" used alone shall mean the Civil Service Commission of the city of Chicago; "officer or employe" shall mean any person paid by the city or from the public funds in custody of a city officer, or any per-

son doing work for the city in an office or place in the city service; the masculine noun or pronoun as used herein shall include the feminine.

Sec. 7. **Rules of Order.** Roberts' Rules of Order shall be the rules of order of this Commission in all cases not provided for in the foregoing rules.

SCHEDULE "A"

Classification of Positions and Schedules of Classes, Grades and Limits of Compensation.

It is ordered that positions created according to law be and hereby are classified as set forth in the following classification, which is in force and effect on Jan. 18, 1915, and that the said classification shall be known as "SCHEDULE A," viz.:

SCHEDULE "A."

Under and pursuant to the provision of the law, and in accordance with Section 2 of Rule I, the Commission has classified positions as follows:

CLASS A—MEDICAL SERVICE.

Positions the duties of which require training and ability in the medical profession or some branch thereof.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. The following positions are hereby classified in Class A, Grade I, and placed in the following salary schedules within Grade I:

Interne (board and lodging provided)

Group B\$ 300

Group A (at least 6 months' service in lower group)..... 360

Attendant nurse Munic. Tuber. San., (board and lodging provided)

Group C\$ 540

Group B (at least 1 year's service in lower group)..... 600

Group A (at least 1 year's service in next lower group).. 660

Laboratory assistant

Orderly

Group D\$ 780

Group C (at least 1 year's service in lower group)..... 840

Group B (at least 1 year's service in next lower group).. 900

Group A (at least 1 year's service in next lower group).. 960

Ambulance attendant (board and lodging provided)

Group C\$ 840

Group B (at least 1 year's service in lower group)..... 900

Group A (at least 1 year's service in next lower group).. 960

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Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility, but not supervisory. The following positions are hereby classified in Class A, Grade II, and placed in the following salary schedules within Grade II:

Hospital nurse (Munic Tuber. San.), maintenance provided

Group C\$ 720

Group B (at least 1 year's service in lower group)..... 840

Group A (at least 1 year's service in next lower group).. 900

Hospital nurse (board and lodging provided)

Group C\$ 780

Group B (at least 1 year's service in lower group)..... 840

Group A (at least 1 year's service in next lower group).. 900

Field health officer (employed part time)

School health officer (not employed full year)

Group C\$ 840

Group B (at least 1 year's service in lower group)..... 900

Group A (at least 1 year's service in next lower group).. 960

Druggist

Druggist Munic. Tuber. San., (board and lodging provided)

Group D\$ 900

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,020

Group A (at least 1 year's service in next lower group).. 1,080

Field nurse (Munic. Tuber. San.)

Group C\$ 900

Group B (at least 1 year's service in lower group)..... 960

Group A (at least 1 year's service in next lower group).. 1,080

Ambulance surgeon (board and lodging provided, enters

Group C)

Hospital physician (all meals provided, enters Group C)

Quarantine officer (enters Group C)

Group D\$1,020

Group C (at least 1 year's service in lower group)..... 1,080

Group B (at least 1 year's service in next lower group).. 1,140

Group A (at least 1 year's service in next lower group).. 1,200

Junior bacteriologist

Junior sanitary chemist

Group C\$1,200

Group B (at least 1 year's service in lower group)..... 1,320

Group A (at least 1 year's service in next lower group).. 1,440

Dental surgeon (not employed full year)

Group A\$1,200

Vaccinator (not employed full year)

Group Aper day \$ 5

Grade III: Positions the duties of which are supervisory, involving

independent judgment and accountability for the work of others. Also positions the duties of which require a high order of specialized knowledge, but not necessarily supervisory. The following positions are hereby classified in Class A, Grade III, and placed in the following salary schedules within Grade III:

| | |
|---|---------|
| Head nurse (all meals provided) | |
| Head nurse (Munic. Tuber. San.) | |
| Head nurse and housekeeper (board and lodging provided) | |
| Group B | \$1,200 |
| Group A (at least 1 year's service in lower group)..... | 1,320 |
| Ambulance surgeon (Police) | |
| Junior physician (Munic. Tuber. San.) | |
| Supervising field nurse (Health) | |
| Supervising health officer (employed part time) | |
| Group C | \$1,200 |
| Group B (at least 1 year's service in lower group)..... | 1,320 |
| Group A (at least 1 year's service in next lower group) .. | 1,440 |
| Supervising dentist (employed part time) | |
| Supervising field nurse (Munic. Tuber. San.) | |
| Supervising ophthalmologist | |
| Group B | \$1,440 |
| Group A (at least 1 year's service in lower group)..... | 1,560 |
| Assistant superintendent of nurses, Munic. Tuber. San., (maintenance provided) | |
| Dietitian Munic. Tuber. San., (maintenance provided) | |
| Senior ambulance surgeon (all meals provided) | |
| Senior hospital physician (all meals provided) | |
| Veterinarian (enters in Group C) | |
| Group D | \$1,440 |
| Group C (at least 1 year's service in lower group)..... | 1,500 |
| Group B (at least 1 year's service in next lower group) .. | 1,560 |
| Group A (at least 2 years' service in next lower group) .. | 1,620 |
| Senior bacteriologist | |
| Senior sanitary chemist | |
| Group C | \$1,620 |
| Group B (at least 1 year's service in lower group)..... | 1,740 |
| Group A (at least 2 years' service in next lower group) .. | 1,860 |
| Attending dispensary physician (employed part time) | |
| Group E | \$ 480 |
| Group D (at least 6 months' service in lower group)..... | 600 |
| Group C (at least 6 months' service in next lower group) .. | 720 |
| Group B (at least 1 year's service in next lower group) .. | 840 |
| Group A (at least 1 year's service in next lower group) .. | 960 |
| Physician and surgeon and child study expert (employed part time) | |
| Group A | \$ 600 |
| Attending physician (infant welfare, employed part time) | |

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Group A\$ 480

Grade IV: Positions the duties of which are supervisory, involving accountability for the whole or part of a principal branch of a department, as principal assistant to the person in the Grade V position at the head of such branch, and requiring expert knowledge. Also positions the duties of which require a high order of specialized knowledge and professional ability, but not necessarily supervisory. The following positions are hereby classified in Class A, Grade IV, and placed in the following salary schedules within Grade IV:

Assistant bureau chief of medical inspection

Examiner in charge (physical division)

Group D\$2,280

Group C (at least 1 year's service in lower group)..... 2,400

Group B (at least 2 years' service in next lower group).. 2,640

Group A (at least 2 years' service in next lower group).. 2,880

Assistant city physician

Medical superintendent (board and lodging provided)

Principal bacteriologist

Principal sanitary chemist

Superintendent of field nurses (Munic. Tuber. San.)

Superintendent of nurses (Health)

Superintendent of nurses Munic. Tuber. San., (maintenance provided)

Supervising dispensary physician (Munic. Tuber. San.)

Veterinary surgeon

Group D\$1,980

Group C (at least 1 year's service in lower group)..... 2,100

Group B (at least 1 year's service in next lower group).. 2,280

Group A (at least 2 years' service in next lower group).. 2,520

Radiographer (Munic. Tuber. San.)

Group C\$2,520

Group B (at least 1 year's service in lower group)..... 2,640

Group A (at least 1 year's service in next lower group).. 2,760

Senior physician Munic. Tuber. San., (maintenance provided)

Group A\$2,700 and above

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a principal branch of a department. The following positions are hereby classified in Class A, Grade V, and placed in the following salary schedules within Grade V:

Associate medical director (Munic. Tuber. San.), board and lodging provided

Bureau chief hospitals, baths and lodging houses

Bureau chief of medical inspection

Bureau chief of vital statistics

Chief surgeon (Police)

Director of laboratory

Director of laboratory (Munic. Tuber. San.), board and lodging provided

Medical superintendent House of Corr., (1 meal provided)

Group A.....\$2,700 and above

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of the entire department, under the direction of the head of such department. The following position is hereby classified in Class A, Grade VI, and placed in the following salary schedule within Grade VI:

Assistant commissioner of health

Superintendent and medical director (Munic. Tuber. San.), board and lodging provided

Group A.....\$4,020 and above

CLASS B—ENGINEERING SERVICE

Positions the duties of which require training and ability in civil, mechanical, electrical or chemical engineering, architecture or related technical work.

Grade I: Positions the duties of which require some skill and accuracy and a general training, but not necessarily much practical experience. The following positions are hereby classified in Class B, Grade I, and placed in the following salary schedules within Grade I:

Chainman

Tracer

Group B\$ 840

Group A (at least 1 year's service in lower group)..... 960

Assistant architectural draftsman

Cost analyst draftsman

Electrical draftsman

Laboratory engineering assistant

Map draftsman

Mechanical draftsman

Rodman

Group C\$1,080

Group B (at least 1 year's service in lower group)..... 1,200

Group A (at least 1 year's service in next lower group).. 1,320

Grade II: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory. The following positions are hereby classified in Class B, Grade II, and placed in the following salary schedule within Grade II:

Architectural draftsman

Assistant engineering chemist

Bridge designing draftsman

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| | |
|--|---------|
| Clerk of the works | |
| Electrical engineering draftsman | |
| Electrolysis investigator | |
| Engineering draftsman | |
| Estimator (buildings) | |
| Estimator (electrical) | |
| Fire prevention engineer | |
| Heating and ventilating draftsman | |
| Junior electrical engineer | |
| Junior engineer | |
| Junior examiner of efficiency | |
| Junior illuminating engineer | |
| Junior layout engineer | |
| Junior mechanical engineer | |
| Map engineering draftsman | |
| Mechanical engineering draftsman | |
| Plan examiner | |
| Ventilation engineer | |
| Group C | \$1,500 |
| Group B (at least 1 year's service in lower group)..... | 1,620 |
| Group A (at least 2 years' service in next lower group) .. | 1,740 |

Grade III: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others and for a definite part of an engineering work. Also positions requiring a high order of specialized knowledge and professional ability, but not necessarily supervisory. The following positions are hereby classified in Class B, Grade III, and placed in the following salary schedule within Grade III:

Architectural designer
 Architectural engineer
 Architectural heating and ventilating engineer
 Architectural specification writer
 Assistant engineer
 Assistant industrial chemist
 Assistant mechanical engineer
 Assistant superintendent of construction
 Assistant transportation supervisor
 Bridge designing engineer
 Chief draftsman, Maps and Plats
 Deputy smoke inspector in charge
 Designing engineer
 Electrical designing engineer
 Engineering chemist
 Engineering chemist in charge
 Examiner of efficiency (technical)
 Expert asphalt chemist
 Illuminating engineer

Mechanical designing engineer

Sandborn map expert

School sanitary engineer

Senior layout engineer

Group C\$1,920

Group B (at least 1 year's service in lower group)..... 2,160

Group A (at least 2 years' service in next lower group)... 2,400

Grade IV: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of a minor department, under the head thereof, or entire responsibility for a division or minor bureau. The following positions are hereby classified in Class B, Grade IV, and placed in the following salary schedule within Grade IV:

Assistant chief engineer sewers

Assistant chief engineer streets

Assistant engineer waterworks construction

Chief architectural designer

Chief building inspector in charge

Chief deputy smoke inspector

Chief street engineer

City architect

Deputy commissioner of buildings

Deputy commissioner of gas and electricity

Deputy fire prevention engineer in charge

Electrical engineer in charge

Electric supervisor

Engineer in charge of construction

Engineer of bridge construction and repairs

Engineer of bridge design

Engineer of bridges and harbor

Engineer of surveys

Engineer of water works construction

Engineer of water works design

Engineer (technical board, city wastes)

Expert on system and organization

Fire prevention engineer in charge

Gas supervisor

Harbor engineer

Heating and ventilating engineer

Industrial chemist

School electrical engineer

Secretary and engineer

Superintendent of construction

Superintendent of maps

Superintendent of sidewalks

Superintendent water pipe extension

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Supervising mechanical engineer and chief deputy boiler inspector

Telephone supervisor

Third assistant superintendent of streets in charge of street repairs

Transportation supervisor

Valuation supervisor

Group A\$2,700 and above

Grade V: Positions the duties of which are executive and administrative, involving entire responsibility for an important department or bureau, either independently or directly under the head or heads of such department or bureau. The following positions are hereby classified in Class B, Grade V, and placed in the following salary schedule within Grade V:

Architect (Board of Education)

Assistant city engineer

City engineer

Engineer (Board of Local Improvements)

Mechanical engineer in charge

Superintendent of streets

Group A\$4,020 and above

CLASS C—CLERICAL SERVICE.

Positions of persons rendering clerical service or service in connection with general office work or management which does not require knowledge of any of the specialties included in other classes.

Grade I: Positions the duties of which are of general routine. The following positions are hereby classified in Class C, Grade I, and placed in the following salary schedule within Grade I:

Office attendant

Page

Group D\$ 300

Group C (at least three months' service in lower group). 360

Group B (at least six months' service in next lower group) 420

Group A (at least 1 year's service in next lower group).. 480

Grade II: Positions the duties of which require some skill and accuracy but not necessarily much practical experience, involving simple office routine. The following positions are hereby classified in Class C, Grade II, and placed in the following salary schedule within Grade II:

Messenger

Multigraph operator

Stenographic assistant (enters Group C)

Group D\$ 540

Group C (at least 1 year's service in lower group)..... 600

Group B (at least 1 year's service in next lower group).. 660

Group A (at least 1 year's service in next lower group).. 720

Grade III: Positions the duties of which require skill and accuracy and some experience, involving routine work. The following positions are hereby classified in Class C, Grade III, and placed in the following salary schedules within Grade III:

Addressograph operator

Punch and machine operator

Telephone operator

Typist

Group D\$ 840

Group C (at least 1 year's service in lower group)..... 900

Group B (at least 1 year's service in next lower group).. 960

Group A (at least 2 years' service in next lower group).. 1,080

Book machine operator and clerk (enters Group B)

Census enumerator and clerk

Checker and weigher (enters in Group C)

Junior bookkeeper

Junior clerk

Junior examiner

Junior stenographer (male stenographers enter Group C)

Junior ward clerk

Group D\$ 840

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,080

Group A (at least 2 years' service in next lower group).. 1,200

Police operator

Group A\$1,100

Field assessor

Rate-taker

Group C\$1,080

Group B (at least 1 year's service in lower group)..... 1,200

Group A (at least 1 year's service in next lower group).. 1,320

Grade IV: Positions the duties of which require training, experience and ability, involving fixed responsibility; may or may not be supervisory. The following positions are hereby classified in Class C, Grade IV, and placed in the following salary schedules within Grade IV:

Senior machine operator and clerk

Group D\$1,200

Group C (at least 1 year's service in lower group)..... 1,320

Group B (at least 1 year's service in next lower group).. 1,380

Group A (at least 1 year's service in next lower group).. 1,440

Assistant cashier

Assistant chief police operator

Investigator

Medical clerk

Senior bookkeeper

Senior clerk

Senior statistical clerk

Senior stenographer

Special assessment clerk

Storekeeper

Group D\$1,320

Group C (at least 1 year's service in lower group)..... 1,440

Group B (at least 1 year's service in next lower group).. 1,560

Group A (at least 2 years' service in next lower group).. 1,680

Senior examiner

Senior examiner of clerical efficiency

Group C\$1,320

Group B (at least 1 year's service in lower group)..... 1,500

Group A (at least 2 years' service in next lower group).. 1,680

Grade V: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others. The following positions are hereby classified in Class C, Grade V, and placed in the following salary schedule within Grade V:

Accountant

Chief police operator

Examiner of printing

Field assessor in charge

Principal accounting investigator

Principal clerk

Principal examiner

Principal examiner of clerical efficiency

Principal special assessment clerk

Principal statistical clerk

Principal stenographer

Principal storekeeper

Service complaint clerk

Teller

Title searcher

Group D\$1,800

Group C (at least 1 year's service in lower group)..... 1,920

Group B (at least 1 year's service in next lower group).. 2,040

Group A (at least 2 years' service in next lower group).. 2,160

Grade VI: Positions the duties of which are supervisory, requiring special knowledge and involving independent judgment and accountability for all the work of a clerical section or minor division of a department. Also positions the duties of which require a high order of specialized knowledge, experience and ability, but not necessarily supervisory. The following positions are hereby classified in Class C, Grade VI, and placed in the following salary schedule within Grade VI:

Cashier

Contract clerk

Council committee secretary

Examiner of clerical efficiency

| | |
|--|---------|
| Head accountant | |
| Head buyer | |
| Head clerk | |
| Head stenographer | |
| Office secretary | |
| Reading clerk | |
| Group C | \$2,340 |
| Group B (at least 2 years' service in lower group) | 2,520 |
| Group A (at least 3 years' service in next lower group) .. | 2,700 |

Grade VII: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the clerical work of an entire department, under the direction of the head thereof, for the work of a division or minor bureau of such department. Also positions the duties of which are supervisory, requiring recognized expert knowledge and experience and ability. The following positions are hereby classified in Class C, Grade VII, and placed in the following salary schedule within Grade VII:

| | |
|--|-------------------|
| Auditor (Board of Education) | |
| Chief auditor | |
| Chief cashier | |
| Chief clerk | |
| Chief examiner and ex-officio secretary. | |
| Chief water assessor | |
| Expert accountant | |
| Paymaster | |
| Secretary | |
| Superintendent of compensation | |
| Group A | \$3,000 and above |

Grade VIII: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an entire bureau. The following positions are hereby classified in Class C, Grade VIII, and placed in the following salary schedule within Grade VIII:

| | |
|---|-------------------|
| Administrative secretary (Munic. Tuber. San.) | |
| Assistant city treasurer | |
| Assistant secretary (Board of Education) | |
| Business manager (Board of Education) | |
| Deputy city collector | |
| Deputy comptroller and city auditor | |
| Secretary (Board of Education) | |
| Supt. special assessments and ex-officio secretary, Board of Local Impts. | |
| Superintendent of water | |
| Group A | \$4,020 and above |

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CLASS D—POLICE SERVICE.

Positions in the uniformed or detective ranks of the Department of Police.

Grade I: The following positions are hereby classified in Class D, Grade I, and placed in the following salary schedules within Grade I:

Patrolman

Group C\$ 900

Group B (1 year's service in lower group)..... 1,000

Group A (1 year's service in next lower group)..... 1,320

Policewoman

Group D\$ 900

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,080

Group A (at least 1 year's service in next lower group).. 1,200

Message and supply carrier

Group A 900

Grade II: The following positions are hereby classified in Class D, Grade II, and placed in the following salary schedules within Grade II:

Detective sergeant

Group A\$1,450

Sergeant

Group A\$1,700

Grade III: The following positions are hereby classified in Class D, Grade III, and placed in the following salary schedules within Grade III:

Senior detective sergeant

Group A\$1,750

Lieutenant

Group A\$2,000

Lieutenant of detectives

Group A\$2,200

Grade IV: The following positions are hereby classified in Class D, Grade IV, and placed in the following salary schedules within Grade IV:

Captain (including personally owned vehicle and maintenance thereof)

Group A\$3,000

Chief of detectives

Group A\$3,500

Grade V: The following position is hereby classified in Class D, Grade V, and placed in the following salary schedule within Grade V:

First deputy superintendent of police

Group A.....\$5,500 and above

CLASS E—OPERATING ENGINEERING SERVICE.

Positions the duties of which require training and ability in the operation or maintenance of equipment for the production of heat, light or power, or in work relating thereto.

Branch a includes positions in all departments except the Board of Education.

Branch b includes only the positions under the Board of Education.

BRANCH a.

Positions in this service shall be graded according to (1) the experience and ability required by the duties to be performed, or (2) the degree of responsibility of the positions and the order of the plant to which they are attached. For this purpose plants are divided into four orders as follows:

1st Order: Water pumping stations of over 600 water horse power, sewage pumping stations of over 400 water horse power, and the plants of the Chicago Public Library and City Hall.

2d Order: Water pumping stations of between 300 and 600 water horse power, sewage pumping stations of between 150 and 400 water horse power, and the plant of the House of Correction.

3d Order: Water pumping stations of less than 300 water horse power, sewage pumping stations of less than 150 water horse power.

4th Order: Minor steam, electrical or heating plants, such as those of police stations.

Grade I: Positions the duties of which involve the general care of a plant of any order or may involve the responsibility for the operation of a portion of such plant. The following positions are hereby classified in Class Ea, Grade I, and placed in the following salary schedules within Grade I:

Oiler

Group A\$1,152

Mechanical assistant

Station engineer

Group A\$1,200

Gas engine operator

Launch operator

Group D\$1,020

Group C (at least 1 year's service in lower group)..... 1,080

Group B (at least 1 year's service in next lower group).. 1,140

Group A (at least 1 year's service in next lower group).. 1,200

Water tender

Group A\$1,260

Grade II: Positions of assistants in plants of the 3d Order, the duties of which involve complete charge during a definite period or watch and positions which are of the same standard of im-

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portance. The following positions are hereby classified in Class Ea, Grade II, and placed in the following salary schedule within Grade II:

Conveyor engineer

Derrick engineer

Engineer-janitor

Hoisting engineer

Marine engineer

Pile driver engineer

Station engineer in charge

Stationary engineer

Steam roller engineer

Third assistant operating engineer

Group A\$1,460

Grade III: Positions the duties of which involve complete responsibility for plants of the 3rd Order. Also positions of assistants in plants of the 2nd Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance. The following positions are hereby classified in Class Ea, Grade III, and placed in the following salary schedule within Grade III:

Second assistant operating engineer

Second assistant operating engineer in charge

Group B\$1,560

Group A (at least 3 years' service in lower group)..... 1,680

Grade IV: Positions the duties of which involve complete responsibility for plants of the 2d Order. Also positions of assistants in plants of the 1st Order, whose duties involve complete charge during a definite period or watch, and positions which are of the same standard of importance. The following positions are hereby classified in Class Ea, Grade IV, and placed in the following salary schedule within Grade IV:

First assistant operating engineer

First assistant operating engineer in charge

Group B\$1,920

Group A (at least 3 years' service in lower group)..... 2,100

Grade V: Positions the duties of which involve complete responsibility for plants of the 1st Order. The following position is hereby classified in Class Ea, Grade V, and placed in the following salary schedule within Grade V:

Chief operating engineer

Group B\$2,520

Group A (at least 3 years' service in lower group)..... 2,700

BRANCH b.

Grade I: Positions the duties of which involve the care of the building or buildings of a school, and the operation of its mechanical equipment. The following position is hereby classified in

Class Eb, Grade I, and placed in the following salary schedule within Grade I:

Engineer-custodian

Group A—All buildings whose square-foot measurement is 60,000 square feet or over.

Group B—All buildings whose square-foot measurement is 45,000 square feet and over, up to and including 59,000 square feet.

Group C—All buildings whose square-foot measurement is 35,000 square feet and over, up to and including 44,000 square feet.

Group D—All buildings whose square-foot measurement is 34,000 square feet and under.

Grade II: Positions the duties of which are supervisory, involving independent judgment and accountability for the work of others in the operation or installation of mechanical equipment and the care of school property in a definitely assigned district. The following position is hereby classified in Class Eb, Grade II, and placed in the following salary schedule within Grade II:
Supervising school engineer

Group D\$2,040

Group C (at least 2 years' service in lower group)..... 2,280

Group B (at least 2 years' service in next lower group).. 2,520

Group A (at least 3 years' service in next lower group).. 2,760

Grade III: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau, either independently or under the head of such bureau. The following positions are hereby classified in Class Eb, Grade III, and placed in the following salary schedules within Grade III:

Assistant chief engineer (Board of Education)

Group A.....\$3,600 and above

Chief engineer (Board of Education)

Group A.....\$4,800 and above

CLASS F—FIRE SERVICE

Positions in the uniformed service of the Fire Department.

Grade I: The following positions are hereby classified in Class F, Grade I, and placed in the following salary schedules within

Grade I:

Driver

Pipeman

Truckman

Group D\$ 900

Group C (6 months' service in lower group)..... 1,056

Group B (1 year's service in next lower group)..... 1,155

Group A (1 year's service in next lower group)..... 1,371

Assistant fire engineer

Stoker

| | |
|---|-------------------|
| Group A | \$1,392 |
| Grade II: The following positions are hereby classified in Class F, Grade II, and placed in the following salary schedules within Grade II: | |
| Fire engineer | |
| Group A | \$1,668 |
| Lieutenant | |
| Group A | \$1,680 |
| Marine engineer | |
| Group A | \$1,848 |
| Pilot | |
| Group A | \$2,000 |
| Grade III: The following position is hereby classified in Class F, Grade III, and placed in the following salary schedule within Grade III: | |
| Captain | |
| Group A | \$2,000 |
| Grade IV: The following position is hereby classified in Class F, Grade IV, and placed in the following salary schedule within Grade IV: | |
| Chief of battalion | |
| Group A | \$3,000 |
| Grade V: The following positions are hereby classified in Class F, Grade V, and placed in the following salary schedule within Grade V: | |
| 6th assistant fire marshal | |
| 5th assistant fire marshal | |
| 4th assistant fire marshal | |
| 3rd assistant fire marshal, chief of fire prevention | |
| 2nd assistant fire marshal | |
| 1st assistant fire marshal | |
| Group A | \$3,500 and above |

CLASS G—LIBRARY SERVICE.

Positions connected with the administration of public libraries, and requiring training and ability in library methods. Cataloguers, library assistants, and branch librarians who have qualified for Grade I or Grade II, original entrance examinations, and have been certified to positions, may during their probationary period be appointed in the order of certification to a higher group in the same grade for approved training or experience in corresponding work as follows: For one year of such training or experience appointments may be made to Group D; two years, Group C; three years, Group B; provided that the efficiency of such appointees shall be above the required standard for such branch of the service; advancement thereafter to be automatic on the basis of seniority and effi-

ciency. Employees in Grade I may be advanced to the next higher salary group by giving them credit for time served in the training class of the Chicago Public Library, and efficiency as shown by their efficiency record.

Grade I: Positions the duties of which require some skill and accuracy, and a general training, but not necessarily much experience, and involving responsibility. The following position is hereby classified in Class G, Grade I, and placed in the following salary schedule within Grade I:

Junior library assistant

| | |
|--|--------|
| Group E | \$ 420 |
| Group D (at least 1 year's service in lower group)..... | 480 |
| Group C (at least 1 year's service in next lower group) .. | 540 |
| Group B (at least 1 year's service in next lower group) .. | 600 |
| Group A (at least 1 year's service in next lower group) .. | 660 |

Grade II: Positions the duties of which require training, experience and ability, which may or may not be supervisory, and involving a higher degree of responsibility than Grade I positions. The following positions are hereby classified in Class G, Grade II, and placed in the following salary schedule within Grade II:

Senior branch librarian

Senior cataloguer

Senior library assistant

| | |
|--|--------|
| Group E | \$ 720 |
| Group D (at least 1 year's service in lower group)..... | 780 |
| Group C (at least 1 year's service in next lower group) .. | 840 |
| Group B (at least 1 year's service in next lower group) .. | 900 |
| Group A (at least 1 year's service in next lower group) .. | 960 |

Grade III: Positions the duties of which are supervisory, involving accountability for the work of others. Also positions which require the exercise of independent judgment in the performance of specialized or expert duties, but not necessarily supervisory. The following positions are hereby classified in Class G, Grade III, and placed in the following salary schedule within Grade III:

Principal branch librarian

Principal cataloguer

Principal library assistant

| | |
|--|---------|
| Group D | \$1,020 |
| Group C (at least 1 year's service in lower group)..... | 1,080 |
| Group B (at least 1 year's service in next lower group) .. | 1,140 |
| Group A (at least 1 year's service in next lower group) .. | 1,200 |

Grade IV: Positions the duties of which are supervisory, involving accountability for the work of others in a larger branch or section than in the case of Grade III positions. Also positions the duties of which require a higher order of specialized knowledge

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than in the case of Grade III positions, but not necessarily supervisory. The following positions are hereby classified in Class G, Grade IV, and placed in the following salary schedule within Grade IV:

Assistant school statistician

Head branch librarian

Head library assistant

Supervisor of special deposits

Group D\$1,260

Group C (at least 1 year's service in lower group)..... 1,320

Group B (at least 1 year's service in next lower group).. 1,380

Group A (at least 1 year's service in next lower group).. 1,440

Grade V: Positions the duties of which are administrative, requiring special qualifications and recognized expert knowledge, and involving responsibility for the work of an entire bureau or division. The following positions are hereby classified in Class G, Grade V, and placed in the following salary schedule within Grade V:

City statistician

Division chief

Medical librarian

School statistician

Group A\$1,500—\$2,400

Grade VI: Positions the duties of which are executive and administrative, involving responsibility for the work of an entire department, under the head or heads of such department, and requiring the highest order of expert knowledge in technical library methods. The following positions are hereby classified in Class G, Grade VI, and placed in the following salary schedules within Grade VI:

Assistant librarian

Group A\$3,500

Librarian

Group A\$7,200 and above

CLASS H—INSPECTION SERVICE.

Positions the duties of which relate to inspection (whether of work, materials or conditions) which do not require knowledge of any of the specialties included in other classes. Positions in this service shall be graded according (1) to the kind and importance of inspection work, and (2) the degree of responsibility involved. For purpose of grading, all inspection work is divided into three orders, as follows:

- 1st Order: Work which involves the exercise of independent judgment in the inspection and supervision of operations, activities or conditions, and requires a technical knowledge of the principles of design and construction underlying the same, as well as training, skill and experience.

2d Order: Inspection work which involves the exercise of independent judgment in passing on quality of materials, workmanship or special conditions, and requires skill, experience and specialized knowledge.

3d Order: Inspection work which involves the observation of conditions and requires skill and experience, but no specialized knowledge.

Grade I: Positions the duties of which involve inspection work of the third Order. Also positions of assistants or helpers on inspection work of the second and first Orders. The following positions are hereby classified in Class H, Grade I, and placed in the following salary schedule within Grade I:

Boiler inspector's helper

Deputy smoke inspector

Dredging inspector

Electric light and power meter tester

Electric meter investigator

Gas inspector

Grease tester

Harbor police

Inspector of street openings and obstructions

Telephone investigator

Transportation inspector

Group D\$ 900

Group C (at least 1 year's service in lower group)..... 960

Group B (at least 1 year's service in next lower group).. 1,020

Group A (at least 1 year's service in next lower group).. 1,080

Grade II: Positions the duties of which involve inspection work of the 2d Order. The following positions are hereby classified in Class H, Grade II, and placed in the following salary schedule within Grade II:

Brick inspector

Cement inspector

Deputy inspector of weights and measures

Gas meter tester

Gas tester

License inspector

Sidewalk inspector

Taximeter inspector

Group D\$1,080

Group C (at least 1 year's service in lower group)..... 1,200

Group B (at least 1 year's service in next lower group).. 1,260

Group A (at least 1 year's service in next lower group).. 1,320

Assistant foundry pipe inspector

House drain inspector

House moving inspector

Sanitary inspector

| | |
|--|---------|
| Sewer pipe inspector | |
| Telephone meter tester | |
| Ventilation inspector | |
| Group D | \$1,080 |
| Group C (at least 1 year's service in lower group)..... | 1,200 |
| Group B (at least 1 year's service in next lower group) .. | 1,320 |
| Group A (at least 2 years' service in next lower group) .. | 1,440 |
| Food inspector | |
| Senior transportation inspector | |
| Telephone inspector | |
| Transportation schedule inspector | |
| Group D | \$1,200 |
| Group C (at least 1 year's service in lower group)..... | 1,320 |
| Group B (at least 1 year's service in next lower group) .. | 1,380 |
| Group A (at least 1 year's service in next lower group) .. | 1,440 |
| Asphalt inspector | |
| Feed inspector | |
| Mason inspector | |
| Mining inspector | |
| Paving inspector (not employed full year) | |
| Timber inspector (not employed full year) | |
| Group C | \$1,200 |
| Group B (at least 1 year's service in lower group)..... | 1,320 |
| Group A (at least 2 years' service in next lower group) .. | 1,500 |

Grade III: Positions the duties of which involve inspection work of the 1st Order. Also positions the duties of which are supervisory, involving accountability for the work of inspectors doing inspection work of the 3d and 2d Orders. The following positions are hereby classified in Class H, Grade III, and placed in the following salary schedules within Grade III:

Asphalt inspector in charge
Assistant deputy oil inspector
Assistant identification inspector
Assistant street inspector
Backfill inspector
Boiler inspector
Brick inspector in charge
Building inspector
Chief license inspector
Conduit and electrical construction inspector
Cooling plant inspector
Deputy oil inspector
Electric light and power inspector
Elevator inspector
Fire escape inspector
Foundry pipe inspector
Gas lamp inspector

| | |
|--|---------|
| Material inspector | |
| Medical inspector | |
| Paving brick tester | |
| Sanitary inspector for rendering plants | |
| Sewer pipe inspector in charge | |
| Structural iron inspector | |
| Supervising sidewalk inspector | |
| Water pipe inspector | |
| Group D | \$1,440 |
| Group C (at least 1 year's service in lower group)..... | 1,500 |
| Group B (at least 1 year's service in next lower group) .. | 1,560 |
| Group A (at least 2 years' service in next lower group) .. | 1,620 |
| Electrical inspector | |
| Inspector (school property) | |
| Meter and plumbing examiner | |
| Plumbing inspector | |
| Sanitary and plumbing plan examiner | |
| Supervising food inspector (enters Group B) | |
| Supervising house drain inspector | |
| Group D | \$1,500 |
| Group C (at least 1 year's service in lower group)..... | 1,560 |
| Group B (at least 1 year's service in next lower group) .. | 1,620 |
| Group A (at least 1 year's service in next lower group) .. | 1,740 |

Grade IV: Positions of principal assistant to the head of a department or principal branch thereof, the duties of which are supervisory, involving accountability for the entire department or branch, under the direction of the head of such department or branch. Also positions the duties of which are supervisory, involving complete charge of an entire line of inspection work of the 1st Order. The following positions are hereby classified in Class H, Grade IV, and placed in the following salary schedules within Grade IV:

Boiler inspector in charge
 Building inspector in charge
 Chief deputy inspector of weights and measures
 Chief deputy oil inspector
 Elevator inspector in charge
 General inspector of street repairs
 House drain inspector in charge
 Industrial psychologist
 Inspector of personnel
 Machinery inspector
 Paving inspector in charge
 Plumbing inspector in charge
 Sewer inspector in charge
 Street inspector
 Supervising medical inspector

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| | |
|---|-------------------|
| Supervising sanitary and plumbing inspector | |
| Water pipe inspector in charge | |
| Group D | \$1,740 |
| Group C (at least 1 year's service in lower group)..... | 1,860 |
| Group B (at least 1 year's service in next lower group) .. | 1,980 |
| Group A (at least 2 years' service in next lower group) .. | 2,100 |
| Assistant bureau chief of food inspection | |
| Assistant bureau chief of sanitary inspection | |
| Inspector of moral conditions | |
| Sanitary inspector in charge | |
| Ventilation inspector in charge | |
| Group D | \$2,220 |
| Group C (at least 1 year's service in lower group)..... | 2,340 |
| Group B (at least 2 years' service in next lower group) .. | 2,520 |
| Group A (at least 2 years' service in next lower group) .. | 2,700 |
| Grade V: Positions the duties of which are administrative, involving responsibility for the work of an entire bureau or division, and requiring the highest order of expert knowledge. The following positions are hereby classified in Class H, Grade V, and placed in the following salary schedule within Grade V: | |
| Bureau chief of food inspection | |
| Bureau chief of sanitary inspection | |
| Chief electrical inspector | |
| Chief gas tester | |
| Chief identification inspector | |
| Chief street inspector | |
| Department inspector | |
| Group A | \$2,820 and above |

CLASS I—SUPERVISING SERVICE.

Positions the duties of which are chiefly supervisory, involving accountability for the maintenance of public property, for the work of public employes, or for the custody of public charges, but not requiring knowledge in any of the specialties included in other classes:

| | |
|---|--------|
| Grade I: Positions the duties of which include the care of public property or public charges, involving a fixed responsibility but not necessarily the exercise of independent judgment. The following positions are hereby classified in Class I, Grade I, and placed in the following salary schedule within Grade I: | |
| Assistant playground director (not employed full year) | |
| Interpreter assistant | |
| Life guard (not employed full year) | |
| Matron (board and lodging provided, maximum Group B) | |
| Matron (enters Group C) | |
| Physical instructor | |
| Group D | \$ 720 |
| Group C (at least 1 year's service in lower group)..... | 780 |

Group B (at least 1 year's service in next lower group).. 840

Group A (at least 1 year's service in next lower group).. 960

Grade II: Positions the duties of which are supervisory, involving accountability for the work of persons in Grade I positions, or for the care or custody of public property or public charges, and requiring the exercise of independent judgment. Also positions of principal assistant to persons in Grade III positions. The following positions are hereby classified in Class I, Grade II, and placed in the following salary schedule within Grade II: Supervisor, teacher, and floorman, dances (not employed full time)

Group A\$5.00 per night

Head matron (board and lodging provided)

Supervising housekeeper (board and lodging provided)

Supervising matron (dormitory)

Supervising matron (laundry)

Supervising matron (school)

Group D\$ 720

Group C (at least 1 year's service in lower group)..... 780

Group B (at least 1 year's service in next lower group).. 840

Group A (at least 1 year's service in next lower group).. 960

Assistant supervisor brick yard (enters in Group C)

Beach and pool director

Beach director

Guard

Parole investigator

Playground director

Special Greek investigator

Supervisor bakery (enters in Group C)

Supervisor bus for crippled children (enters in Group C)

Supervisor kitchen (enters in Group C)

Truant officer (not employed full year)

Group E\$1,020

Group D (at least 1 year's service in lower group)..... 1,080

Group C (at least 1 year's service in next lower group).. 1,140

Group B (at least 1 year's service in next lower group).. 1,200

Group A (at least 1 year's service in next lower group).. 1,260

Censor of moving pictures

Gas street lighting supervisor

Superintendent (Municipal Lodging House)

Supervisor (broommaking)

Supervisor (grounds)

Supervisor (school)

Supervisor (tailor shop)

Group D\$1,320

Group C (at least 1 year's service in lower group)..... 1,380

Group B (at least 1 year's service in next lower group).. 1,440

CIVIL SERVICE COMMISSION

| | |
|--|---------|
| Group A (at least 1 year's service in next lower group) .. | 1,500 |
| Assistant superintendent of sidewalks | |
| Beach director in charge | |
| Censor of moving pictures in charge | |
| Housekeeper Munic. Tuber. San. (maintenance provided) | |
| Investigator public welfare | |
| Poundmaster | |
| Steward (Munic. Tuber. San.) | |
| Supervisor (brick yard) | |
| Supervisor (printing) | |
| Supervisor (stone quarry) | |
| Group D | \$1,500 |
| Group C (at least 1 year's service in lower group) | 1,560 |
| Group B (at least 1 year's service in next lower group) .. | 1,680 |
| Group A (at least 2 years' service in next lower group) .. | 1,800 |

Grade III: Positions the duties of which involve accountability for public employes in a specialized division of work or in a given territorial district, or for the care and custody of public buildings. The following positions are hereby classified in Class I, Grade III, and placed in the following salary schedules within Grade III:

| | |
|--|---------|
| Assistant superintendent (House of Corr.) | |
| Assistant tax agent | |
| Chief janitor | |
| Custodian of buildings | |
| Supt. of municipal dance halls (not employed full year) | |
| Group C | \$1,800 |
| Group B (at least 1 year's service in lower group) | 1,920 |
| Group A (at least 2 years' service in next lower group) .. | 2,100 |
| Assistant supt. playgrounds and bathing beaches | |
| Custodian of lost and stolen property | |
| Drillmaster | |
| Special agent (Board of Education) | |
| Superintendent of bridges | |
| Superintendent of construction (Fire) | |
| Superintendent of dumps | |
| Superintendent of garbage disposal | |
| Superintendent of shops (Police) | |
| Ward superintendent | |
| Group D | \$2,040 |
| Group C (at least 1 year's service in lower group) | 2,220 |
| Group B (at least 1 year's service in next lower group) .. | 2,340 |
| Group A (at least 2 years' service in next lower group) .. | 2,460 |

Grade IV: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of an important bureau or division under the head thereof, or entire responsibility for a minor bureau or division. The

following positions are hereby classified in Class I, Grade IV, and placed in the following salary schedules within Grade IV:

- Assistant supt. of parks and city forester
- Assistant superintendent water pipe extension
- Business agent Munic. Tuber. San. (maintenance provided)
- Director of publicity and education (enters in Group B)
- Manager of properties (Police)
- Superintendent of machinery (Fire)
- Superintendent of water works shops
- Group C\$2,400
- Group B (at least 1 year's service in lower group)..... 2,520
- Group A (at least 2 years' service in next lower group).....\$2,700 and above
- First assistant superintendent of streets (including personally owned vehicle)
- Manager parks playgrounds and bathing beaches (enters in Group A)
- Real estate agent
- Second assistant superintendent of streets in charge of street and alley cleaning (including personally owned vehicle)
- Superintendent of employment (public welfare)
- Superintendent of social surveys
- Superintendent of supplies
- Group B\$2,700
- Group A (at least 2 years' service in lower group).....\$3,000 and above

Grade V: Positions the duties of which are executive and administrative, involving responsibility for an entire department, either independently or directly under the head or heads of such department, or for an important bureau. The following positions are hereby classified in Class I, Grade V, and placed in the following salary schedule within Grade V:

- Examiner in charge of Efficiency Division
- Second deputy superintendent of police
- Superintendent House of Correction
- Superintendent of compulsory education .
- Superintendent of repairs (Board of Education)
- Superintendent of sewers
- Group A\$3,600 and above

CLASS K—SKILLED LABOR SERVICE.

Positions requiring knowledge of a trade, craft or useful art, or requiring special manual or mechanical skill, or involving the supervision of skilled or unskilled laborers, and not included in other classes. Where salary schedules are not included herein, the compensation for the performance of the duties of positions in any grade shall be uniform for a similar

character and responsibility of work, and shall not be more than the salary rate or wage paid to persons engaged in similar trades or crafts or doing work requiring the same degree of manual or mechanical skill.

Grade I: Positions the duties of which require ability in a trade, craft or useful art, but do not necessarily involve the exercise of independent judgment. The following positions are hereby classified in Class K, Grade I, and placed in the following salary schedules within Grade I:

Gardener

Sub-foreman tree laborers

Group B\$2.25 per day

Group A (at least 1 year's service in lower group) 2.50 per day

Junior cook (board and lodging provided)

Maid (all meals provided)

Seamstress (all meals provided)

Group C\$ 360

Group B (at least 1 year's service in lower group)..... 420

Group A (at least 1 year's service in next lower group).. 480

Junior cook (all meals provided)

Group C\$ 480

Group B (at least 1 year's service in lower group)..... 540

Group A (at least 1 year's service in next lower group).. 600

Bathing attendant

Bathroom attendant, not employed full year (enters in
Group B)

Janitress

Laundress

Group C\$ 600

Group B (at least 1 year's service in lower group)..... 660

Group A (at least 1 year's service in next lower group).. 720

Janitor

Laundryman

Metal caretaker

Operator helper

Watchman

Yardman

Group D\$ 780

Group C (at least 1 year's service in lower group)..... 840

Group B (at least 1 year's service in next lower group).. 900

Group A (at least 1 year's service in next lower group).. 960

Assistant foreman, millhouse

Coal passer

Custodian

Drier operator

Hostler

Photographer and photostat operator

| | |
|---|---------|
| Shut-off man | |
| Teamster | |
| Group B | \$ 960 |
| Group A (at least 1 year's service in lower group)..... | 1,020 |
| Fire telephone operator | |
| Stock handler (including overtime) | |
| Group C | \$ 960 |
| Group A (at least 1 year's service in next lower group).... | 1,080 |
| Group B (at least 1 year's service in lower group)..... | 1,020 |
| Cement handler and shipper | |
| Diver's helper | |
| Dog catcher | |
| Foreman, millhouse | |
| Junior crib keeper | |
| Kennelman | |
| Pipe locating machine operator | |
| Group D | \$1,080 |
| Group C (at least 1 year's service in lower group)..... | 1,140 |
| Group B (at least 1 year's service in next lower group) .. | 1,200 |
| Group A (at least 1 year's service in next lower group) .. | 1,260 |
| Mixerman | |
| Night drumman | |
| Night kettleman | |
| Group A | \$1,320 |
| Assistant telegraph repairer | |
| Group A | \$1,380 |
| Drumman | |
| Kettleman | |
| Group A | \$1,500 |
| Asphalt helper | |
| Asphalt raker | |
| Asphalt smoother | |
| Asphalt tamper | |
| Blacksmith's helper | |
| Boilermaker's helper | |
| Bricklayer's helper | |
| Cable splicer's helper | |
| Calker | |
| Cement finisher's helper | |
| Cement mixer | |
| Checkroom attendant | |
| Driller's helper | |
| Electrical mechanic's helper | |
| Furnace tender | |
| Gatekeeper | |
| Gordon press feeder | |
| Linoleum repairman | |

Marble cleaner
 Machinist's helper
 Marine fireman
 Pile driver fireman
 Pile driver mechanic
 Press feeder
 Rigger
 Saw filer
 Shademaker
 Sheet metal worker's helper
 Stationary fireman
 Steamfitter's helper
 Stone derrick man
 Tinner's helper
 Tug fireman
 Vehicle blacksmith's finisher
 Window washer
 Wood finisher
 Woodworking machine hand
 Group A (at not to exceed prevailing scale).

Grade II: Positions the duties of which require the exercise of independent judgment in the practice or pursuit of a trade, craft or useful art, requiring special manual or mechanical skill, but not regularly involving the supervision of work of more than one helper or assistant. Also positions the duties of which are supervisory, involving accountability for the work of a gang or a crew of unskilled laborers, or as assistant to the person in Grade III position. The following positions are hereby classified in Class K, Grade II, and placed in the following salary schedules within Grade II:

Bridgetender, hand propelled bridges (enters in Group A)
 Elevator operator
 Head window washer
 Group B\$ 900
 Group A (at least 1 year's service in lower group)..... 960
 Bridgetender (power propelled bridges)
 Group E\$ 960
 Group D (at least 1 year's service in lower group)..... 1,020
 Group C (at least 1 year's service in next lower group).. 1,080
 Group B (at least 1 year's service in next lower group).. 1,140
 Group A (at least 1 year's service in next lower group).. 1,200
 Auto truck driver (one-ton trucks)
 Chauffeur
 Driver and chauffeur
 Motor truck driver (one-ton trucks)
 Group B\$ 960
 Group A (at least 1 year's service in lower group)..... 1,020

| | |
|---|----------------|
| Auto truck driver (two to four-ton trucks) | |
| Motor truck driver (two to four-ton trucks) | |
| Group B | \$1,080 |
| Group A (at least 1 year's service in lower group)..... | 1,140 |
| Auto truck driver (five-ton trucks and over) | |
| Motor truck driver (five-ton trucks and over) | |
| Group C | \$1,200 |
| Group B (at least 1 year's service in lower group)..... | 1,260 |
| Group A (at least 2 years' service in next lower group) .. | 1,320 |
| Section foreman | |
| Group B | Per day \$2.50 |
| Group A (at least 1 year's service in lower group) | Per day 2.75 |
| Street repair foreman | |
| Group C | Per day \$3.00 |
| Group B (at least 6 months' service in lower group) | Per day 3.50 |
| Group A (at least 6 months' service in next lower group) | Per day 4.00 |
| Bath caretaker | |
| Senior caretaker | |
| Steam drill operator | |
| Group D | \$1,020 |
| Group C (at least 1 year's service in lower group)..... | 1,080 |
| Group B (at least 1 year's service in next lower group) .. | 1,140 |
| Group A (at least 1 year's service in next lower group) .. | 1,200 |
| Cook (all meals provided) | |
| Dump foreman | |
| Elevator starter | |
| Foreman of gardeners | |
| Janitor and caretaker (Council chamber) | |
| Photographer (Police) | |
| Stone crusher operator | |
| Supervisor (laundry) | |
| Tree foreman | |
| Group C | \$1,080 |
| Group B (at least 1 year's service in lower group)..... | 1,140 |
| Group A (at least 1 year's service in next lower group) .. | 1,200 |
| Arc lamp trimmer | |
| Batteryman | |
| Boiler washer (enters in Group A) | |
| Examiner of moving picture operators | |
| Foreman, laborers | |
| Foreman, stables | |
| Lamp checker | |
| Piano tuner and repairer | |
| Group B | \$1,200 |

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|--|---------|
| Group A (at least 1 year's service in lower group) | 1,260 |
| Compositor | |
| Linotype operator | |
| Pressman | |
| Group A | \$1,248 |
| Chef (Munic. Tuber. San.) | |
| Cribkeeper | |
| Foreman, garbage handlers | |
| Foreman, shut-off men | |
| Meter tester (enters in Group A) | |
| Operator, extraction plant | |
| Senior photographer | |
| Group C | \$1,260 |
| Group B (at least 1 year's service in lower group) | 1,320 |
| Group A (at least 1 year's service in next lower group) .. | 1,380 |
| Arc lamp repairer | |
| Asphalt foreman | |
| Foreman asphalt cut-out | |
| Insect exterminator (including necessary material) | |
| Marine pilot | |
| Printer | |
| Group A | \$1,500 |
| Foreman, extraction plant | |
| Foreman, garbage plant | |
| Foreman, water pipe yards | |
| Group C | \$1,500 |
| Group B (at least 1 year's service in lower group) | 1,560 |
| Group A (at least 1 year's service in next lower group) .. | 1,620 |
| Assistant foreman, bridge repairs | |
| Assistant foreman, water pipe construction | |
| Assistant general meter foreman | |
| Group B | \$1,680 |
| Group A (at least 2 years' service in lower group) | 1,800 |
| Junior fire alarm operator | |
| Group A | \$1,700 |
| Foreman, asphalt plant | |
| Foreman, drummen | |
| Load dispatcher | |
| Group A | \$1,800 |
| Junction setter | |
| Group A | \$1,872 |
| Assistant foreman, sewer cleaning | |
| Autogenous welder | |
| Bindery assistant | |
| Blacksmith | |
| Boilermaker | |
| Brass finisher | |

Brass molder
Bricklayer
Brickpaver
Cabinet maker
Cable splicer
Carpenter
Carriage and wagon blacksmith
Carriage painter
Carriage trimmer
Cement mixer foreman
Cement finisher
Concrete foreman
Coremaker
Diver
Drilling expert
Electrical mechanic
Electrical repairer circuits
Foreman asphalt repairs
Foreman cement finishers
Foreman stonecutters
Glazier
Granite block paver
Harness maker
Heading boss
Instrument repairer
Leadsman
Lineman
Machinist
Meter setter
Molder
Moving picture machine operator
Musician
Painter
Patternmaker
Paver
Pile driver foreman
Plasterer
Plumber
Scale repairer
Sheet metal worker
Sewer bricklayer
Sign painter
Station repairer
Steamfitter
Stonecutter
Stone mason
Structural ironworker

Tapper
 Tar and gravel roofer
 Tar and gravel roofer foreman
 Telegraph repairer
 Wagonmaker
 Wheelwright
 Woodworker

Group A (at not to exceed prevailing scale)

Grade III: Positions the duties of which are administrative, requiring special qualifications and involving responsibility for the work of one or more gangs or crews of skilled or unskilled laborers or for the work of an entire division. Also positions the duties of which require a high order of specialized knowledge and ability in a trade, craft or useful art, but not necessarily supervisory. The following positions are hereby classified in Class K, Grade III, and placed in the following salary schedules within Grade III:

Examiner public motor vehicle operators (maximum Group B)
 Foreman sewer cleaning (enter Group B)
 Head motor truck driver (maximum Group B)

Group C\$1,500

Group B (at least 2 years' service in lower group)..... 1,680

Group A (at least 3 years' service in next lower group).. 1,800

Chief steamfitter Foreman of waterworks

Fire alarm oper. (enters shops

Group B) Foreman oiling and mac-

Foreman brick and con- adam repairs

crete repairers Foreman painters

Foreman bricklayers Foreman pattern makers

Foreman bridge and struct. Foreman repair shops

iron workers Foreman sewer pipe yards

Foreman bridge constr. and Foreman sewer repairs

repairs Foreman sheet metal work-

Foreman carpenters ers

Foreman elec. mechanics Foreman shops

Foreman electric lights Foreman water pipe con-

Foreman granite and brick struction

repairs General foreman circuits.

Foreman linemen General foreman conduits.

Foreman machinists General foreman pipe yards.

Foreman meter shop Plumber foreman

Foreman municipal foundry Supt. underground work

Group C\$1,800

Group B (at least 1 year's service in lower group)..... 1,920

Group A (at least 2 years' service in next lower group).. 2,100

Assistant general foreman reduction works

Group C\$2,100

| | |
|--|-------------------------------|
| Group B (at least 1 year's service in lower group)..... | 2,220 |
| Group A (at least 2 years' service in next lower group) .. | 2,340 |
| Chief fire alarm operator | General foreman school re- |
| Chief of electrical repairs | pairs |
| Chief of fire alarm wires | General foreman street- |
| Foreman of horses | restoration |
| General foreman (reduction | General meter foreman |
| works) | Master mechanic |
| General foreman linemen | Supervisor in charge electric |
| General foreman asphalt | mechanics |
| repairs | Tunnel foreman |
| Group A | \$2,400 and above |

CLASS L—LABOR SERVICE.

Positions of persons rendering labor service, specialized or general, where a choice by competition is impracticable. Grades or ranks shall not be provided or recognized in this service. Where salary schedules are not included herein, the compensation for the performance of duties of positions in either branch of the labor service shall be uniform for similar character and responsibility of work, and shall not be more than the salary rate or wage paid to persons engaged in similar work.

Branch a: Positions in which the service is general and common. The following positions are hereby classified in Class L, branch a:

Garbage handler
Laborer

Branch b: Position in which the service is specialized. The following positions are hereby classified in Class L, branch b:

| | |
|----------------------------|----------------------|
| Attendant | Construction laborer |
| Attendant (infant welfare) | Deckhand |
| Automobile caretaker | Farmhand |
| Barnman | Scrubwoman |
| Building laborer | Sewer laborer |
| Caretaker | Tunnel laborer |

ALPHABETICAL LIST OF ALL POSITIONS IN THE SERVICE OF THE CITY OF CHICAGO

(WITH CLASSIFICATION AND SALARIES)

As in Effect Jan. 18, 1915.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Accountant | C-V | \$1800-2160 |
| Addressograph operator | C-III | 840-1080 |
| Administrative sec'y Munic. Tuber. San..... | C-VIII | 4020 and above |
| Alderman | Exempt | 3000-6000 |
| Ambulance attendant | A-1 | 840- 960 |
| Amb. surg. (board and lodg. provided)..... | A-II | 1080-1200 |
| Ambulance surgeon (Police) | A-III | 1200-1440 |
| Appellate Court attorney..... | Exempt | 3000 |
| Architect, Board of Education..... | B-V | 4020 and above |
| Architectural designer | B-III | 1920-2400 |
| Architectural draftsman | B-II | 1500-1740 |
| Architectural engineer | B-III | 1920-2400 |
| Architectural heating and vent. eng..... | B-III | 1920-2400 |
| Architectural specification writer..... | B-III | 1920-2400 |
| Arc lamp repairer | K-II | 1500 |
| Arc lamp trimmer | K-II | 1200-1260 |
| Asphalt foreman | K-II | 1500 |
| Asphalt helper | K-I | ** |
| Asphalt inspector | H-II | 1200-1500 |
| Asphalt inspector in charge..... | H-III | 1440-1620 |
| Asphalt mixer | K-I | ** |
| Asphalt raker | K-I | ** |
| Asphalt smoother | K-I | ** |
| Asphalt tamper | K-I | ** |
| Assessor (see chief water assessor). | | |
| Asst. architectural draftsman..... | B-I | 1080-1320 |
| Asst. bureau chief of food insp..... | H-IV | 2220-2700 |
| Asst. bureau chief of medical insp..... | A-IV | 2280-2880 |
| Asst. bureau chief of sanitary insp..... | H-IV | 2220-2700 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Asst. cashier | C-IV | 1320-1680 |
| Asst. chief deputy bailiff..... | Exempt | 2500 |
| Asst. chief engineer (Board of Education)... | E-II | 4020 and above |
| Asst. chief engineer, sewers..... | B-IV | 2700 and above |
| Asst. chief engineer, streets..... | B-IV | 2700 and above |
| Asst. chief investigator | Exempt | 1800 |
| Asst. chief police operator | C-IV | 1320-1680 |
| Asst. city attorney | Exempt | 1800 |
| Asst. city engineer | B-V | 4020 and above |
| Asst. city physician | A-IV | 1980-2520 |
| Asst. city statistician (see asst. stat.). | | |
| Assistant city treasurer | C-VIII | 4020 and above |
| Asst. commissioner of health..... | A-VI | 4020 and above |
| Asst. corporation counsel | Exempt | 1500-7500 |
| Asst. corporation counsel and asst. attorney, Board of Local Improvements..... | Exempt | 3000-5000 |
| Asst. corporation counsel and attorney, Board of Local Improvements..... | Exempt | 6000 |
| Asst. corporation counsel and attorney, Civil Service Commission..... | Exempt | 3000 |
| Asst. corporation counsel and attorney, Fire Department | Exempt | 3000 |
| Asst. corporation counsel and attorney, Water Bureau | Exempt | 2500 |
| Asst. deputy oil inspector..... | H-III | 1440-1620 |
| Asst. director, child study department..... | Exempt | 1700-2800 |
| Asst. engineer | B-III | 1920-2400 |
| Asst. engineer waterworks construction..... | B-IV | 2700 and above |
| Asst. engineering chemist | B-II | 1500-1740 |
| Asst. fire engineer | F-I | 1392 |
| Asst. foreman bridge repairs..... | K-II | 1680-1800 |
| Asst. foreman millhouse | K-I | 960-1020 |
| Asst. foreman sewer cleaning | K-II | ** |
| Asst. foreman water pipe construction..... | K-II | 1680-1800 |
| Asst. foundry pipe inspector | H-II | 1080-1440 |
| Asst. general foreman reduction works..... | K-III | 2100-2340 |
| Asst. general meter foreman..... | K-II | 1680-1800 |
| Asst. harbor master | Exempt | 1200 |
| Asst. identification inspector | H-III | 1440-1620 |
| Asst. industrial chemist..... | B-II | 1920-2400 |
| Asst. librarian | G-VI | 3500 and above |
| Asst. mechanical engineer | B-III | 1920-2400 |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Asst. playground director | I-I | 720- 960 |
| Asst. principal, high school..... | Exempt | 2170-3050 |
| Asst. prosecuting attorney | Exempt | 2000-2700 |
| Assistant, psychopathic laboratory..... | Exempt | 2400 |
| Asst. public utility inspector (see assistant street inspector). | | |
| Asst. secretary, Board of Education..... | C-VIII | 4020 and above |
| Asst. school statistician | G-IV | 1260-1440 |
| Asst. street inspector | H-III | 1440-1620 |
| Asst. superintendent, House of Correction... | I-III | 1800-2100 |
| Asst. supt. of construction..... | B-III | 1920-2400 |
| Asst. supt. of nurses (Munic. Tuber. San.).... | A-III | 1440-1620 |
| Asst. superintendent of schools | Exempt | 5000 |
| Asst. supt. of sewers (see supt. of sewers). | | |
| Asst. superintendent of sidewalks..... | I-II | 1500-1800 |
| Asst. supt. parks and city forester..... | I-IV | 2400-2700 and above |
| Asst. supt. playgrounds and bathing beaches.. | I-III | 2040-2460 |
| Asst. superintendent, water pipe extension... | I-IV | 2400-2700 and above |
| Asst. superintendent, water works shop (see foreman of water works shops). | | |
| Asst. supervisor (brick yard)..... | I-II | 1140-1260 |
| Asst. tax agent | I-III | 1800-2100 |
| Asst. telegraph repairer | K-I | 1380 |
| Asst. to chief justice..... | Exempt | 1800-4000 |
| Asst. transportation supervisor | B-III | 1920-2400 |
| Asst. trial attorney | Exempt | 1500-2150 |
| Asst. vessel dispatcher | Exempt | 1080 |
| Associate judge Municipal Court..... | Exempt | 6000 |
| Associate medical director (Munic. Tuber. San.) | A-V | 2700 and above |
| Attendant | L-b | 630- 750 |
| Attendant, infant welfare | L-b | 600 |
| Attendant nurse (Munic. Tuber. San.)..... | A-I | 540- 660 |
| Attending dispensary physician..... | A-III | 480- 960 |
| Attendant physician, infant welfare..... | A-III | 480 |
| Attorney | Exempt | 3000-7200 |
| Auditor | Exempt | 2500 |
| Auditor, Board of Education..... | L-b | 600 |
| Autogenous welder | K-II | 960-1320 |
| Automobile caretaker | H-III | 1440-1620 |
| Auto truck driver | C-VII | 3000 and above |
| Backfill inspector | K-II | ** |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Bailiff, Municipal Court | Exempt | 6000 |
| Bailiff's attorney | Exempt | 3000 |
| Barnman | L-b | 3.00 per day |
| Bath caretaker | K-II | 1020-1200 |
| Bathing beach director (see beach and pool director). | | |
| Bathing attendant | K-I | 600- 720 |
| Bathroom attendant | K-I | 660- 720 |
| Batteryman | K-II | 1200-1260 |
| Beach and pool director..... | I-II | 1020-1260 |
| Beach director | I-II | 1020-1260 |
| Beach director in charge..... | I-II | 1500-1800 |
| Bindery assistant | K-II | ** |
| Blacksmith | K-II | ** |
| Blacksmith's helper | K-I | ** |
| Board of examiners (engineers)..... | Exempt | 2000-2200 |
| Board Local Improvements, member..... | Exempt | 4000-5000 |
| Boiler inspector | H-III | 1440-1620 |
| Boiler inspector in charge..... | H-IV | 1740-2100 |
| Boiler inspector's helper..... | H-I | 900-1080 |
| Boiler makers | K-II | ** |
| Boilermaker's helper | K-I | ** |
| Boiler washer | K-II | 1260 |
| Book machine operator and clerk..... | C-III | 1080-1200 |
| Brass finisher | K-II | ** |
| Brass molder | K-II | ** |
| Brick inspector | H-II | 1080-1320 |
| Brick inspector in charge..... | H-III | 1440-1620 |
| Bricklayer | K-II | ** |
| Bricklayer's helper | K-I | ** |
| Brick paver | K-II | ** |
| Bridge and structural iron inspector (see structural iron inspector). | | |
| Bridge and structural iron worker (see structural iron worker). | | |
| Bridge designing draftsman..... | B-II | 1500-1740 |
| Bridge designing engineer..... | B-III | 1920-2400 |
| Bridgetender (hand-propelled bridges)..... | K-II | 900- 960 |
| Bridgetender (power-propelled bridges).... | K-II | 960-1200 |
| Building inspector | H-III | 1440-1620 |
| Building inspector in charge..... | H-IV | 1740-2100 |
| Building laborer | L-b | ** |

**Not to exceed prevailing scale.

CITY OF CHICAGO

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| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Bureau chief hosps., baths and lodg. houses.. | A-V | 2700 and above |
| Bureau chief of medical inspection..... | A-V | 2700 and above |
| Bureau chief of food inspection..... | H-V | 2820 and above |
| Bureau chief of sanitary inspection..... | H-V | 2820 and above |
| Bureau chief of vital statistics..... | A-V | 2700 and above |
| Business agent | Exempt | 6000 |
| Business agent (Munic. Tuber. San.)..... | I-IV | 2400-2700 and above |
| Business manager, Board of Education..... | C-VIII | 4020 and above |
| Cabinet maker | K-II | ** |
| Cable splicer | K-II | ** |
| Cable splicer's helper..... | K-I | ** |
| Calker | K-I | ** |
| Captain, Fire | F-III | 2000 |
| Captain, Police | D-IV | 3000 |
| Car tracer (see checker and weigher). | | |
| Caretaker | L-b | ** |
| Carpenter | K-II | ** |
| Carriage and wagon blacksmith..... | K-II | ** |
| Carriage painter | K-II | ** |
| Carriage trimmer | K-II | ** |
| Cashier | C-VI | 2340-2700 |
| Cement finisher | K-II | ** |
| Cement finisher's helper..... | K-I | ** |
| Cement handler and shipper..... | K-I | 1080-1260 |
| Cement inspector | H-II | 1080-1320 |
| Cement mixer | K-I | ** |
| Cement mixer foreman..... | K-II | ** |
| Censor of moving pictures..... | I-II | 1320-1500 |
| Censor of moving pictures in charge..... | I-II | 1500-1800 |
| Census enumerator and clerk..... | C-III | 840-1200 |
| Chainman | B-I | 840- 960 |
| Chairman Committee on Finance..... | Exempt | 6000 |
| Chauffeur | K-II | 960-1020 |
| Checker and weigher..... | C-III | 960-1200 |
| Checkroom attendant | K-I | 2.00 per night |
| Chef (Munic. Tuber. Sani.)..... | K-II | 1260-1380 |
| Chief auditor | C-VII | 3000 and above |
| Chief architectural designer | B-IV | 2700 and above |
| Chief assistant city attorney..... | Exempt | 4500 |
| Chief assistant prosecuting attorney..... | Exempt | 3250 |
| Chief building inspector in charge..... | B-IV | 2700 and above |
| Chief cashier | C-VII | 3000 and above |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Chief clerk | C-VII | 3000 and above |
| Chief deputy bailiff | Exempt | 4000 |
| Chief deputy clerk | Exempt | 4000 |
| Chief dep. inspec. of weights and measures.. | H-IV | 1740-2100 |
| Chief deputy oil inspector..... | H-IV | 1740-2100 |
| Chief deputy smoke inspector..... | B-IV | 2700 and above |
| Chief draftsman, maps and plats..... | B-III | 1920-2400 |
| Chief engineer (Board of Education)..... | E-b-III | 4800 and above |
| Chief electrical inspector | H-V | 2820 and above |
| Chief examiner and ex-officio secretary..... | C-VII | 3000 and above |
| Chief fire alarm operator..... | K-III | 2400 and above |
| Chief gas tester | H-V | 2820 and above |
| Chief identification inspector | H-V | 2820 and above |
| Chief inspec. steam boilers and steam plants. | Exempt | 3600 |
| Chief investigator | Exempt | 2750 |
| Chief janitor | I-III | 1800-2100 |
| Chief justice Municipal Court..... | Exempt | 10000 |
| Chief law clerk | Exempt | 2400 |
| Chief law clerk and sec. to corp. counsel.... | Exempt | 3000 |
| Chief license inspector | H-III | 1440-1620 |
| Chief of battalion | F-IV | 3000 |
| Chief of detectives..... | D-IV | 3500 |
| Chief of electrical repairs..... | K-III | 2400 and above |
| Chief of fire alarm wires..... | K-III | 2400 and above |
| Chief operating engineer | E-a-V | 2520-2700 |
| Chief police operator | C-V | 1800-2160 |
| Chief probation officer | Exempt | 3000 |
| Chief steamfitter | K-III | 1800-2100 |
| Chief street engineer..... | B-IV | 2700 and above |
| Chief street inspector | H-V | 2820 and above |
| Chief surgeon, Police | A-V | 2700 and above |
| Chief water assessor..... | C-VII | 3000 and above |
| City architect | B-IV | 2700 and above |
| City attorney | Exempt | 6000 |
| City clerk | Exempt | 5000 |
| City collector | Exempt | 6000 |
| City engineer | B-V | 4200 and above |
| City forester (see supt. of parks and city forests). | | |
| City physician | Exempt | 4000 |
| City statistician | Exempt | 3000-5000 |
| City telephone supervisor (see telephone supervisor). | G-V | 1500-2400 |
| City treasurer | Exempt | 1000 |

CITY OF CHICAGO

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| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Civil service commissioner..... | Exempt | 3000-5000 |
| Clerk Municipal Court..... | Exempt | 6000 |
| Clerk of the works..... | B-II | 1500-1740 |
| Coal passer | K-I | 960-1020 |
| Collector (see senior clerk). | | |
| Commissioner of buildings | Exempt | 8000 |
| Commissioner of gas and electricity..... | Exempt | 8000 |
| Commissioner of health | Exempt | 10000 |
| Commissioner of public service | Exempt | 6000 |
| Commissioner of public welfare..... | Exempt | 5000 |
| Commissioner of public works..... | Exempt | 10000 |
| Compositor | K-II | 1248 |
| Comptroller | Exempt | 10000 |
| Concrete foreman | K-II | ** |
| Conduit and electrical construction in- specter | H-III | 1440-1620 |
| Construction laborer | L-b | ** |
| Contract clerk | C-VI | 2340-2700 |
| Conveyor engineer | E-a-II | 1460 |
| Cook (all meals provided)..... | K-II | 1080-1200 |
| Cooling plant inspector..... | H-III | 1440-1620 |
| Coremaker | K-II | ** |
| Corporation counsel | Exempt | 10000 |
| Cost analyst | B-I | 1080-1320 |
| Council committee secretary..... | C-VI | 2340-2700 |
| Crib keeper | K-II | 1260-1380 |
| Custodian | K-I | 900-1020 |
| Custodian of baths (see bath caretaker). | | |
| Custodian of buildings..... | I-III | 1800-2100 |
| Custodian of lost and stolen property..... | I-III | 2040-2460 |
| Deck hand | L-b | 1140 |
| Dental surgeon | A-II | 1200 |
| Department inspector | H-V | 2820 and above |
| Deputy bailiff | Exempt | 1000-1500 |
| Deputy city collector | C-VIII | 4020 and above |
| Deputy clerk | Exempt | 300-3000 |
| Deputy commissioner of buildings..... | B-IV | 2700 and above |
| Deputy commissioner of gas and electricity.. | B-IV | 2700 and above |
| Deputy commissioner of public works | Exempt | 5000 |
| Deputy comptroller and city auditor..... | C-VIII | 4020 and above |
| Deputy fire prevention eng. in charge..... | B-IV | 2700 and above |
| Deputy inspector of weights and measures.. | H-II | 1080-1320 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Deputy oil inspector | H-III | 1440-1620 |
| Deputy smoke inspector | H-I | 900-1080 |
| Deputy smoke inspector in charge..... | B-III | 1920-2400 |
| Derrick engineer | E-a-II | 1460 |
| Designing engineer | B-III | 1920-2400 |
| Detective sergeant | D-II | 1450 |
| Dietitian | A-III | 1440-1620 |
| Director, child study department..... | Exempt | 3000 |
| Director of laboratory..... | A-V | 2700 and above |
| Director of laboratory (Munic. Tuber. San.).. | A-V | 2700 and above |
| Director of psychopathic laboratory..... | Exempt | 4000 |
| Director of publicity and education..... | I-IV | 2400-2700 and above |
| Director of school grounds..... | Exempt | 2500 |
| District superintendent of schools..... | Exempt | 5000 |
| Diver | K-II | ** |
| Diver's helper | K-I | 1080-1260 |
| Division chief | G-V | 1500-2400 |
| Docket and law clerk..... | Exempt | 1620 |
| Doctor Morals Court..... | Exempt | 3000 |
| Dog catcher | K-I | 1080-1200 |
| Draftsman | B-I | 1080-1320 |
| Dredging inspector | H-I | 900-1080 |
| Drillmaster | I-III | 2040-2460 |
| Driller's helper | K-I | ** |
| Drilling expert | K-II | ** |
| Driver | F-I | 900-1371 |
| Driver and chauffeur..... | K-II | 960-1020 |
| Drumman | K-I | 1500 |
| Dryer operator | K-I | 960-1020 |
| Dump foreman | K-II | 1080-1200 |
| Druggist | A-II | 900-1080 |
| Druggist (Munic. Tuber. San.)..... | A-II | 900-1080 |
| Drumman | K-I | 1500 |
| Electric light and power inspector..... | H-III | 1440-1620 |
| Electric light and power meter tester..... | H-I | 900-1080 |
| Electric supervisor | B-IV | 2700 and above |
| Electrical designing engineer..... | B-III | 1920-2400 |
| Electrical draftsman | B-I | 1080-1320 |
| Electrical engineer in charge..... | B-IV | 2700 and above |
| Electrical engineering draftsman..... | B-II | 1500-1740 |
| Electrical inspector | H-III | 1500-1740 |
| Electrical mechanic | K-II | ** |

**Not to exceed prevailing scale.

CITY OF CHICAGO

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| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Electrical mechanic's helper..... | K-I | ** |
| Electric meter investigator..... | H-I | 900-1080 |
| Electrical repairer circuits..... | K-II | ** |
| Electrolysis investigator | B-II | 1500-1740 |
| Elevator inspector | H-III | 1440-1620 |
| Elevator inspector in charge..... | H-IV | 1740-2100 |
| Elevator operator | K-II | 900- 960 |
| Elevator starter | K-II | 1080-1200 |
| Engineer, Board of Local Improvements.... | B-V | 4020 and above |
| Engineering chemist | B-III | 1920-2400 |
| Engineering chemist in charge..... | B-III | 1920-2400 |
| Eng.-custodian (salary fixed by school group) | E-b-I | 1200 and above |
| Engineering draftsman | B-II | 1500-1740 |
| Engineer in charge of construction..... | B-IV | 2700 and above |
| Engineer-janitor | E-a-II | 1460 |
| Engineer of bridges and harbor..... | B-IV | 2700 and above |
| Engineer of bridge construction and repairs.. | B-IV | 2700 and above |
| Engineer of bridge design..... | B-IV | 2700 and above |
| Engineer of surveys..... | B-IV | 2700 and above |
| Engineer of water works construction..... | B-IV | 2700 and above |
| Engineer of water works design..... | B-IV | 2700 and above |
| Engineer (technical board, city wastes).... | B-IV | 2700 and above |
| Estimator (building) | B-II | 1500-1740 |
| Estimator (electrical) | B-II | 1500-1740 |
| Examiner, Board of Education..... | Exempt | 5000 |
| Examiner in charge of efficiency division.... | I-V | 3600 and above |
| Examiner in charge (physical division)..... | A-IV | 2280-2880 |
| Examiner of clerical efficiency..... | C-VI | 2340-2700 |
| Examiner of efficiency (technical)..... | B-III | 1920-2400 |
| Examiner of moving picture operators..... | K-II | 1200-1260 |
| Examiner of printing..... | C-V | 1800-2160 |
| Examiner public motor vehicle operators.. | K-III | 1500-1680 |
| Executive to Chief Justice..... | Exempt | 4000 |
| Expert accountant | C-VII | 3000 and above |
| Expert asphalt chemist..... | B-III | 1920-2400 |
| Expert on system and organization..... | B-IV | 2700 and above |
| Extra teacher, grammar schools..... | Exempt | 675- 875 |
| Extra teacher, high schools..... | Exempt | 742.50-1072.50 |
| Farmhand | L-b | 480- 660 |
| Feed inspector | H-II | 1200-1500 |
| Field assessor | C-III | 1080-1320 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Field assessor in charge..... | C-V | 1800-2160 |
| Field health officer..... | A-II | 840- 960 |
| Field nurse, Health..... | A-II | 900-1080 |
| Field nurse (Munic. Tuber. San.)..... | A-II | 900-1080 |
| Fifth assistant fire marshal..... | F-V | 3500 and above |
| Fire alarm operator..... | K-III | 1920-2100 |
| Fire engineer | F-II | 1668 |
| Fire escape inspector..... | H-III | 1440-1620 |
| Fire marshal | Exempt | 8000 |
| Fire prevention engineer..... | B-II | 1500-1740 |
| Fire prevention engineer in charge..... | B-IV | 2700 and above |
| Fire telephone operator..... | K-I | 960-1080 |
| First assistant fire marshal..... | F-V | 3500 and above |
| First assistant operating engineer..... | E-a-IV | 1920-2100 |
| First assistant operating engineer in charge.. | E-a-IV | 1920-2100 |
| First assistant superintendent of schools.... | Exempt | 6000 |
| First assistant superintendent of streets.... | I-IV | 2700-3000 and above |
| First-class detective sergeant (see senior detective sergeant). | | |
| First deputy superintendent of police..... | D-V | 5500 and above |
| Food inspector | H-II | 1200-1440 |
| Foreman asphalt cut-out..... | K-II | 1500 |
| Foreman asphalt plant..... | K-II | 1800 |
| Foreman asphalt repairs..... | K-II | ** |
| Foreman brick and granite repairs..... | K-III | 1800-2100 |
| Foreman bricklayers | K-III | 1800-2100 |
| Foreman bridge and struct. iron workers.... | K-III | 1800-2100 |
| Foreman bridge construction and repairs.... | K-III | 1800-2100 |
| Foreman carpenters | K-III | 1800-2100 |
| Foreman cement finishers..... | K-II | ** |
| Foreman cement mixers (see cement mixer foreman). | | |
| Foreman city foundry (see foreman Municipal Foundry). | | |
| Foreman drummen | K-II | 1800 |
| Foreman of dumps (see dump foreman). | | |
| Foreman electrical mechanics..... | K-III | 1800-2100 |
| Foreman electric lights..... | K-III | 1800-2100 |
| Foreman extraction plant..... | K-II | 1500-1620 |
| Foreman garbage handlers..... | K-II | 1260-1380 |
| Foreman garbage plant..... | K-II | 1500-1620 |
| Foreman gardeners | K-III | 1080-1200 |

**Not to exceed prevailing scale.

CITY OF CHICAGO

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| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Foreman granite and brick repairs..... | K-III | 1800-2100 |
| Foreman of horses..... | K-III | 2400 and above |
| Foreman laborers | K-II | 1200-1260 |
| Foreman linemen | K-III | 1800-2100 |
| Foreman machinists | K-III | 1800-2100 |
| Foreman meter shop..... | K-III | 1800-2100 |
| Foreman millhouse | K-I | 1080-1260 |
| Foreman municipal foundry..... | K-III | 1800-2100 |
| Foreman of water works shops..... | K-III | 1800-2100 |
| Foreman oiling macadam repairs..... | K-III | 1800-2100 |
| Foreman painters | K-III | 1800-2100 |
| Foreman pattern makers..... | K-III | 1800-2100 |
| Foreman repair shop..... | K-III | 1800-2100 |
| Foreman sewer cleaning..... | K-III | 1680-1800 |
| Foreman sewer pipe yards..... | K-III | 1800-2100 |
| Foreman sewer repairs..... | K-III | 1800-2100 |
| Foreman sheet metal workers..... | K-III | 1800-2100 |
| Foreman shops | K-III | 1800-2100 |
| Foreman shut-off men..... | K-II | 1260-1380 |
| Foreman stables | K-II | 1200-1260 |
| Foreman stone cutters..... | K-II | ** |
| Foreman water pipe construction..... | K-III | 1800-2100 |
| Foreman water pipe yards..... | K-II | 1500 |
| Foundry pipe inspector..... | H-III | 1440-1620 |
| Fourth assistant fire marshal..... | F-V | 3500 and above |
| Furnace tender | K-I | ** |
| Garbage handler | L-a | 2.25 per day |
| Gardener | K-I | 2.25-2.50 per day |
| Gas engine operator..... | E-a-I | 1020-1200 |
| Gas inspector | H-I | 900-1080 |
| Gas lamp inspector..... | H-III | 1440-1620 |
| Gas meter tester..... | H-II | 1080-1320 |
| Gas street lighting supervisor..... | I-II | 1320-1500 |
| Gas supervisor | B-IV | 2700 and above |
| Gas tester | H-II | 1080-1320 |
| Gatekeeper | K-I | ** |
| General counsel, Board of Education..... | Exempt | 7500 |
| General foreman asphalt repairs..... | K-III | 2400 and above |
| General foreman circuits..... | K-III | 1800-2100 |
| General foreman conduits..... | K-III | 1800-2100 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| General foreman electrical mechanics (see supervisor in charge electrical mechanics). | | |
| General foreman linemen..... | K-III | 2400 and above |
| General foreman pipe yards..... | K-III | 1800-2100 |
| General foreman of school repairs..... | K-III | 2400 and above |
| General foreman reduction works..... | K-III | 2400 and above |
| General foreman street restoration..... | K-III | 2400 and above |
| General foreman tree nurseries (see tree foreman). | | |
| General inspector of street repairs..... | H-IV | 1740-2100 |
| General meter foreman..... | K-III | 2400 and above |
| General superintendent of police..... | Exempt | 8000 |
| General superintendent, Munic. Tuber. San. (see administrative secretary). | | |
| Glazier | K-II | ** |
| Gordon press feeder..... | K-I | ** |
| Granite block paver..... | K-II | ** |
| Grease tester | H-I | 900-1080 |
| Guard | I-II | 1020-1260 |
| Harbor commissioner | Exempt | No comp.-12000 |
| Harbor engineer | B-IV | 2700 and above |
| Harbor master | Exempt | 1800 |
| Harbor police | H-I | 900-1080 |
| Harness maker | K-II | ** |
| Head accountant | C-VI | 2340-2700 |
| Head assistant, grammar school..... | Exempt | 1350-1500 |
| Head assistant Parental School..... | Exempt | 2015 |
| Head branch librarian..... | G-IV | 1260-1440 |
| Head buyer | C-VI | 2340-2700 |
| Head clerk | C-VI | 2340-2700 |
| Head field nurse (Munic. Tuber. San.)..... | A-III | 1200-1320 |
| Head library assistant..... | G-IV | 1260-1440 |
| Head matron | I-II | 720- 960 |
| Head motor truck driver..... | K-III | 1500-1680 |
| Head nurse | A-III | 1200-1320 |
| Head nurse, Munic. Tuber. San (see head field nurse Munic. Tuber. San.). | | |
| Head nurse and housekeeper..... | A-III | 1200-1320 |
| Head stenographer | C-VI | 2340-2700 |
| Head window washer..... | K-II | 900- 960 |
| Heading boss | K-II | ** |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Health officer (see field health officer). | | |
| Heating and ventilating draftsman..... | B-II | 1500-1740 |
| Heating and ventilating engineer..... | B-IV | 2700 and above |
| Hoisting engineer | E-a-II | 1460 |
| Hospital nurse | A-II | 780- 900 |
| Hospital nurse (Munic. Tuber. San.)..... | A-II | 720- 900 |
| Hospital physician | A-II | 1080-1200 |
| Hostler | K-I | 960-1020 |
| Hod carrier (see construction laborer). | | |
| House drain inspector..... | H-II | 1080-1440 |
| House drain inspector in charge..... | H-IV | 1740-2100 |
| Housekeeper (Munic. Tuber. San.)..... | I-II | 1500-1800 |
| House moving inspector..... | H-II | 1080-1440 |
| Illuminating engineer | B-III | 1920-2400 |
| Industrial chemist | B-IV | 2700 and above |
| Industrial psychologist | H-IV | 1740-2100 |
| Insect exterminator | K-II | 1500 |
| Inspector of oils (See oil inspector). | | |
| Inspector House of Corr. (board of)..... | Exempt | No comp. |
| Inspector of moral conditions..... | H-IV | 2220-2700 |
| Inspector of personnel..... | H-IV | 1740-2100 |
| Inspector of street openings and obstructions | H-I | 900-1080 |
| Inspector weights and measures..... | Exempt | 3600 |
| Inspector school property..... | H-III | 1500-1740 |
| Instructor physical education, high school.. | Exempt | 1430-2420 |
| Instructor, Chicago Normal College..... | Exempt | 1700-3300 |
| Instrument repairer | K-II | ** |
| Interne | A-1 | 300-360 |
| Interpreter assistant | I-I | 720- 960 |
| Investigator | C-IV | 1320-1680 |
| Investigator, preliminary (see trial investigator). | | |
| Investigator (public welfare)..... | I-II | 1500-1800 |
| Investigator trial (see trial investigator). | | |
| Investigator in charge Circuit Court cases.. | Exempt | 1500 |
| Investigator in charge Municipal Court cases | Exempt | 1300 |
| Investigator in charge Superior Court cases.. | Exempt | 1500 |
| Janitor | K-I | 780- 960 |
| Janitor and caretaker (Council chamber).... | K-II | 1080-1200 |
| Janitress | K-I | 660- 720 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Journeyman plumber | Exempt | 1716 |
| Junction setter | K-II | 1872 |
| Junior bacteriologist | A-II | 1200-1440 |
| Junior bookkeeper | C-III | 840-1200 |
| Junior cataloguer (see junior library as- sistant). | | |
| Junior clerk | C-III | 840-1200 |
| Junior cook (meals provided)..... | K-I | 480- 600 |
| Junior cook (board and lodging provided).. | K-I | 360- 480 |
| Junior cribkeeper | K-I | 1080-1260 |
| Junior electrical engineer..... | B-II | 1500-1740 |
| Junior engineer | B-II | 1500-1740 |
| Junior examiner | C-III | 840-1200 |
| Junior examiner of efficiency (technical).... | B-II | 1500-1740 |
| Junior fire alarm operator..... | K-II | 1700 |
| Junior illuminating engineer..... | B-II | 1500-1740 |
| Junior layout engineer..... | B-II | 1500-1740 |
| Junior library assistant..... | G-I | 420- 660 |
| Junior physician (Munic. Tuber. San.)..... | A-III | 1200-1440 |
| Junior mechanical engineer..... | B-II | 1500-1740 |
| Junior sanitary chemist..... | A-II | 1200-1440 |
| Junior stenographer | C-III | 840-1200 |
| Junior ward clerk..... | C-III | 840-1200 |
| Kennelman | K-I | 1080-1260 |
| Kettleman | K-I | 1500 |
| Laboratory assistant (see laboratory at- tendant). | | |
| Laboratory attendant | A-I | 780- 960 |
| Laboratory engineering assistant..... | B-I | 1080-1320 |
| Laborer | L-a | 2.25 per day and above |
| Lamp checker | K-II | 1200-1260 |
| Launch operator | E-a-I | 1020-1200 |
| Laundress | K-I | 600- 720 |
| Laundryman | K-I | 780- 960 |
| Law and docket clerk..... | Exempt | 1200-1800 |
| Law and filing clerk..... | Exempt | 1200 |
| Law and notice clerk..... | Exempt | 1000 |
| Law and transcript clerk..... | Exempt | 1200-1500 |
| Law claim investigator..... | Exempt | 2000 |
| Law clerk and copyist..... | Exempt | 720-900 |
| Law clerk and investigator..... | Exempt | 1200 |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Law clerk and messenger..... | Exempt | 600-1000 |
| Law clerk and preliminary investigator..... | Exempt | 1000 |
| Law clerk and special assmt. examiner..... | Exempt | 2040 |
| Law clerk and stenographer..... | Exempt | 900-1200 |
| Law clk. and steng., Bd. of Local Impts... | Exempt | 1000-1200 |
| Law clerk and stenog. to atty., Fire Dept.... | Exempt | 1200 |
| Law clk. and stenog. to atty., Bureau of Water | Exempt | 900 |
| Law clerk and telephone operator..... | Exempt | 1020 |
| Law clerk and trial investigator..... | Exempt | 1200 |
| Law clerk, Board of Local Impts..... | Exempt | 1000-2400 |
| Lay-out engineer (see junior lay-out engi- neer). | | |
| Leadsman | K-II | ** |
| Librarian | G-VI | 7200 and above |
| Library board of directors..... | Exempt | No. comp. |
| License inspector | H-II | 1080-1320 |
| Lieutenant | D-III | 2000 |
| Lieutenant | F-II | 1680 |
| Lieutenant of detectives..... | D-III | 2200 |
| Lifesaver (see lifeguard). | | |
| Lifeguard | I-I | 720- 960 |
| Lineman | K-II | ** |
| Linoleum repairman | K-I | ** |
| Linotype operator | K-II | 1248 |
| Load dispatcher | K-II | 1800 |
| Local transportation supervisor (see trans- portation supervisor). | | |
| Machinery inspector | H-IV | 1740-2100 |
| Machinist | K-II | ** |
| Machinist's helper | K-I | ** |
| Maid (meals provided) | K-I | 360- 480 |
| Manager of parks, playgrounds and bathing beaches | I-IV | 3000 and above |
| Manager of properties | I-IV | 2400-2700 and above |
| Map draftsman | B-I | 1080-1320 |
| Map engineering draftsman..... | B-II | 1500-1740 |
| Marble cleaner | K-I | ** |
| Marine engineer | Ea-II | 1460-1848 |
| Marine fireman | K-I | ** |
| Marine pilot | K-II | 1500 |
| Market master | Exempt | 945 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Mason inspector | H-II | 1200-1500 |
| Master mechanic | K-III | 2400 and above |
| Master plumber | Exempt | 1716 |
| Material inspector | H-III | 1440-1620 |
| Matron (board and lodging provided)..... | I-I | 720- 840 |
| Matron | I-I | 780 -960 |
| Mayor | Exempt | 18000 |
| Mechanical assistant | E-a-I | 1200 |
| Mechanical designing engineer..... | B-III | 1920-2400 |
| Mechanical draftsman | B-I | 1080-1320 |
| Mechanical engineering draftsman..... | B-II | 1500-1740 |
| Mechanical engineer in charge..... | B-V | 4020 and above |
| Medical clerk | C-IV | 1320-1680 |
| Medical inspector | H-III | 1440-1620 |
| Medical librarian | G-V | 1500-2400 |
| Medical superintendent | A-IV | 1980-2520 |
| Medical superintendent (House of Corr.)... | A-V | 2700 and above |
| Members, Board of Education..... | Exempt | No comp. |
| Members, Bd. of Examiners mason con- tractors | Exempt | No comp.-2000 |
| Message and supply carrier..... | D-I | 900 |
| Messenger | C-II | 540- 720 |
| Metal caretaker | K-I | 780- 960 |
| Meter and plumbing examiner..... | H-III | 1500-1740 |
| Meter setter | K-II | ** |
| Meter tester | K-II | 1380 |
| Mining inspector | H-II | 1200-1500 |
| Mixerman | K-I | 1320 |
| Molder | K-II | ** |
| Motor truck driver | K-II | 960-1320 |
| Moving picture machine operator..... | K-II | ** |
| Munic. Tuber. San. board of directors..... | Exempt | No comp. |
| Multigraph operator | C-II | 540- 720 |
| Musician | K-II | ** |
| Night drumman | K-I | 1320 |
| Night kettleman | K-I | 1320 |
| Office attendant | C-I | 300- 480 |
| Office secretary | C-VI | 2340-2700 |
| Oil inspector | Exempt | 4800 |
| Oiler | E-a-I | 1152 |
| Operator extraction plant | K-II | 1260-1380 |
| Operator helper | K-I | 780- 960 |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Orderly | A-I | 780- 960 |
| Page | C-I | 300- 480 |
| Painter | K-II | ** |
| Parole investigator | I-II | 1020-1260 |
| Patrolman | D-I | 900-1320 |
| Patternmaker | K-II | ** |
| Paver | K-II | ** |
| Paving brick tester | H-III | 1440-1620 |
| Paving inspector | H-II | 1200-1500 |
| Paving inspector in charge..... | H-IV | 1740-2100 |
| Paving and sidewalk inspector (see side- walk inspectors). | | |
| Paymaster | C-VII | 3000 and above |
| Photographer (Police) | K-II | 1080-1200 |
| Photographer and photostat operator..... | K-I | 960-1020 |
| Physical instructor | I-I | 720- 960 |
| Physician and surgeon and child study ex- pert | A-III | 600 |
| Piano tuner and repairer..... | K-II | 1200-1260 |
| Pile-driver engineer | E-a-II | 1460 |
| Pile-driver mechanic | K-I | ** |
| Pile-driver fireman | K-I | ** |
| Pile-driver foreman | K-II | ** |
| Pilot | F-II | 2000 |
| Pipe-locating machine operator..... | K-I | 1080-1260 |
| Pipeman and truckman | F-1 | 900-1371 |
| Pipeman and truckman (inspector)..... | F-I | 1371 |
| Plan examiner | B-II | 1500-1740 |
| Plasterer | K-II | ** |
| Playground director | I-II | 1020-1260 |
| Plumber | K-II | ** |
| Plumber foreman | K-III | 1800-2100 |
| Plumbing inspector | H-III | 1500-1740 |
| Plumbing inspector in charge..... | H-IV | 1740-2100 |
| Police attorney | Exempt | 3000 |
| Police chauffeur (see driver and chauffeur). | | |
| Police driver (see driver and chauffeur). | | |
| Police messenger (see message and sup- ply carrier). | | |
| Police operator | C-III | 1100 |
| Policewoman | D-I | 900-1200 |
| Poundmaster | I-II | 1500-1800 |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Pressfeeder | K-I | ** |
| Pressman | K-II | 1248 |
| Principal accounting investigator | C-V | 1800-2160 |
| Principal bacteriologist | A-IV | 1980-2520 |
| Principal branch librarian | G-III | 1020-1200 |
| Principal cataloguer | G-III | 1020-1200 |
| Principal, Chicago Normal College..... | Exempt | 5500 |
| Principal clerk | C-V | 1800-2160 |
| Principal examiner | C-V | 1800-2160 |
| Principal examiner of clerical efficiency..... | C-V | 1800-2160 |
| Principal, grammar school | Exempt | 1800-3500 |
| Principal, high school | Exempt | 3080-4180 |
| Principal, John Worthy School..... | Exempt | 3500 |
| Principal library assistant | G-III | 1020-1200 |
| Principal, Parental School..... | Exempt | 4550 |
| Principal, practice school..... | Exempt | 2900-3700 |
| Principal sanitary chemist | A-IV | 1980-2520 |
| Principal special assessment clerk..... | C-V | 1800-2160 |
| Principal statistical clerk | C-V | 1800-2160 |
| Principal stenographer | C-V | 1800-2160 |
| Principal storekeeper | C-V | 1800-2160 |
| Printer | K-II | 1500 |
| Probation officer | Exempt | 1500 |
| Prosecuting attorney | Exempt | 6000 |
| Public utility inspector (see street in- spector). | | |
| Public utility inspector in charge (see chief street inspector). | | |
| Punch and machine operator..... | C-III | 840-1080 |
| Quarantine officer | A-II | 1080-1200 |
| Radiographer (Munic. Tuber. San.)..... | A-IV | 2520-2760 |
| Ratetaker | C-III | 1080-1320 |
| Reading clerk | C-VI | 2340-2700 |
| Real estate agent | I-IV | 2700-3000 and above |
| Rigger | K-I | ** |
| Rodman | B-I | 1080-1320 |
| Sanborn map expert | B-III | 1920-2400 |
| Sanitary inspector | H-II | 1080-1440 |
| Sanitary inspector in charge..... | H-IV | 2220-2700 |
| Sanitary inspector for rendering plants..... | H-III | 1440-1620 |
| Sanitary and plumbing plan examiner..... | H-III | 1500-1740 |
| Saw filer | K-I | ** |

**Not to exceed prevailing scale.

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Scale repairer | K-II | ** |
| School electrical engineer | B-IV | 2700 and above |
| School engineer. (Salary fixed by school group.) (See engineer-custodian.) | | |
| School health officer..... | A-II | 840- 960 |
| School sanitary engineer | B-III | 1920-2400 |
| School statistician | G-V | 1500-2400 |
| Scrubwoman | L-b | 540- 600 |
| Seamstress (meals provided)..... | K-I | 360- 480 |
| Second assistant fire marshal | F-V | 3500 and above |
| Second assistant operating engineer..... | E-a-III | 1560-1680 |
| Second asst. oper'g engineer in charge..... | E-a-III | 1560-1680 |
| Second asst. supt. of streets in charge of street and alley cleaning..... | I-IV | 2700-3000 and above |
| Second-class detective sergeant (see de- tective sergeant) | | |
| Second deputy superintendent of police..... | I-V | 3600 and above |
| Secretary | C-VII | 3000 and above |
| Secretary and engineer..... | B-IV | 2700 and above |
| Secretary, Board of Education..... | C-VIII | 4020 and above |
| Secretary to the Mayor..... | Exempt | 5000 |
| Section foreman | K-II | 2.50-2.75 per day |
| Senior ambulance surgeon | A-III | 1440-1620 |
| Senior bacteriologist | A-III | 1620-1860 |
| Senior bookkeeper | C-IV | 1320-1680 |
| Senior branch librarian | G-II | 720- 960 |
| Senior caretaker | K-II | 1020-1200 |
| Senior cataloguer | G-II | 720- 960 |
| Senior clerk | C-IV | 1320-1680 |
| Senior detective sergeant..... | D-III | 1750 |
| Senior examiner | C-IV | 1320-1680 |
| Senior examiner of clerical efficiency..... | C-IV | 1320-1680 |
| Senior hospital physician..... | A-III | 1440-1620 |
| Senior layout engineer | B-III | 1920-2400 |
| Senior library assistant | G-II | 720- 960 |
| Senior machine operator and clerk..... | C-IV | 1200-1440 |
| Senior photographer | K-II | 1260-1380 |
| Senior physician (Munic. Tuber. San.)..... | A-IV | 2700 and above |
| Senior sanitary chemist..... | A-III | 1620-1860 |
| Senior statistical clerk | C-IV | 1320-1680 |
| Senior stenographer | C-IV | 1320-1680 |
| Senior transportation inspector..... | H-II | 1200-1440 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Sergeant | D-II | 1700 |
| Sergeant-at-arms, City Council | Exempt | 1000 |
| Service complaint clerk | C-V | 1800-2160 |
| Sewer bricklayer | K-II | ** |
| Sewer inspector in charge | H-IV | 1740-2100 |
| Sewer pipe inspector | H-II | 1080-1440 |
| Sewer pipe inspector in charge..... | H-III | 1440-1620 |
| Sewer laborer | L-b | 3.00-3.30 per day |
| Shademaker | K-I | ** |
| Sheet metal worker | K-II | ** |
| Sheet metal worker's helper..... | K-I | ** |
| Shut-off man | K-I | 960-1020 |
| Sidewalk inspector | H-II | 1080-1320 |
| Sign painter | K-II | ** |
| Sixth assistant fire marshal..... | F-V | 3500 and above |
| Smoke inspector | Exempt | 4000 |
| Special agent, Board of Education..... | I-III | 2040-2460 |
| Special assessment clerk..... | C-IV | 1320-1680 |
| Special assessment examiner (see law clerk and special assessment examiner). | | |
| Special Greek investigator..... | I-II | 1020-1260 |
| Stationary fireman | K-I | 1080-1152 |
| Stationary engineer | E-a-II | 1460 |
| Station engineer | E-a-I | 1200 |
| Station engineer in charge..... | E-a-II | 1460 |
| Station repairer | K-II | ** |
| Steam drill operator | K-II | 1020-1200 |
| Steamfitter | K-II | ** |
| Steamfitter's helper | K-I | ** |
| Steam roller engineer | E-a-II | 1460 |
| Stenographic assistant | C-II | 600- 720 |
| Steward (Munic. Tuber. San.)..... | I-II | 1500-1800 |
| Stock handler | K-I | 960-1080 |
| Stoker | F-I | 1392 |
| Stone crusher operator | K-II | 1080-1200 |
| Stone cutter | K-II | ** |
| Stone derrickman | K-I | ** |
| Stone mason | K-II | ** |
| Storekeeper | C-IV | 1320-1680 |
| Street inspector | H-IV | 1740-2100 |
| Street repair foreman | K-II | 3.00-4.00 per day |
| Structural iron inspector..... | H-III | 1440-1620 |

**Not to exceed prevailing scale.

| Official Title | and Grade Class | Salary Limits Adopted |
|---|-----------------------|-----------------------------|
| Structural ironworker | K-II | ** |
| Sub-foreman, tree laborers | K-I | 2.25-2.50 per day |
| Substitute teacher | Exempt | 3.00-6.00 per day |
| Subway commissioner (see harbor com- missioner). | | |
| Superintendent and medical director..... | A-VI | 4020 and above |
| Superintendent House of Correction..... | I-V | 3600 and above |
| Superintendent municipal dance halls..... | I-II | 1800-2100 |
| Superintendent of Municipal Lodging House..... | I-II | 1320-1500 |
| Superintendent of bridges | I-III | 2040-2460 |
| Superintendent of compensation..... | C-VII | 3000 and above |
| Superintendent of compulsory education.... | I-V | 3600 and above |
| Superintendent of construction | B-IV | 2700 and above |
| Superintendent of construction (Fire)..... | I-III | 2040-2460 |
| Superintendent of dumps | I-III | 2040-2460 |
| Superintendent of employment (public welfare) | I-IV | 2700-3000 and above |
| Superintendent of field nurses (Munic. Tuber. San.)..... | A-IV | 1980-2520 |
| Superintendent of garbage disposal | I-III | 2040-2460 |
| Superintendent of maps | B-IV | 2700 and above |
| Superintendent of machinery (Fire)..... | I-IV | 2400-2700 and above |
| Superintendent of nurses, Health | A-IV | 1980-2520 |
| Superintendent of nurses, Munic. Tuber. San. | A-IV | 1980-2520 |
| Superintendent of parks and city forester (see assistant superintendent parks and city forester). | | |
| Superintendent of playgrounds and bath- ing beaches (see assistant superintendent playgrounds and bathing beaches). | | |
| Superintendent of repairs, Bd. of Ed..... | I-V | 3600 and above |
| Superintendent of schools | Exempt | 10000 |
| Superintendent of sewers | I-V | 3600 and above |
| Superintendent of shops (Police) | I-III | 2040-2460 |
| Superintendent of sidewalks | B-IV | 2700 and above |
| Superintendent of social surveys | I-IV | 2700-3000 and above |
| Superintendent of special assessments and ex-officio secretary Bd. of Local Impts... | C-VIII | 4020 and above |
| Superintendent of streets | B-V | 4020 and above |
| Superintendent of supplies | I-IV | 2700-3000 and above |
| Superintendent of underground work | K-III | 1800-2100 |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|--|-----------------------|-----------------------------|
| Superintendent of water | C-VIII | 4020 and above |
| Superintendent of water works shops..... | I-IV | 2400-2700 and above |
| Superintendent water pipe extension..... | B-IV | 2700 and above |
| Supervising dentist | A-III | 1440-1560 |
| Supervising dispensary physician, Munic. Tuber. San..... | A-IV | 1980-2520 |
| Supervising field nurse, Health | A-III | 1200-1440 |
| Supervising field nurse, Munic. Tuber. San. | A-III | 1440-1560 |
| Supervising food inspector | H-III | 1620-1740 |
| Supervising health officer | A-III | 1200-1440 |
| Supervising house drain inspector..... | H-III | 1500-1740 |
| Supervising housekeeper | I-II | 720- 960 |
| Supervising matron (dormitory) | I-II | 720- 960 |
| Supervising matron (laundry) | I-II | 720- 960 |
| Supervising matron (school) | I-II | 720- 960 |
| Supervising mechanical engineer and chief deputy boiler inspector..... | B-IV | 2700 and above |
| Supervising medical inspector | H-IV | 1740-2100 |
| Supervising nurse, Munic. Tuber. San. (see supervising field nurse, Munic. Tuber. San.). | | |
| Supervising ophthalmologist | A-III | 1440-1560 |
| Supervising sanitary and plumbing in- spector | H-IV | 1740-2100 |
| Supervising school engineer | E-b-II | 2040-2760 |
| Supervising sidewalk inspector | H-III | 1440-1620 |
| Supervisor, bakery | I-II | 1140-1260 |
| Supervisor, brickyards | I-II | 1500-1800 |
| Supervisor, broommaking | I-II | 1320-1500 |
| Supervisor, bus service for crippled chil- dren | I-II | 1140-1260 |
| Supervisor, German, music, etc..... | Exempt | 2500-4000 |
| Supervisor, grounds | I-II | 1320-1500 |
| Supervisor in charge electrical mechanics.. | K-III | 2400 and above |
| Supervisor, kitchen | I-II | 1140-1260 |
| Supervisor, laundry..... | K-II | 1080-1200 |
| Supervisor of investigations | Exempt | 1800 |
| Supervisor, printing | I-II | 1500-1800 |
| Supervisor, school | I-II | 1320-1500 |
| Supervisor of special deposits | G-IV | 1320-1500 |
| Supervisor, stone quarry | I-II | 1500-1800 |

**Not to exceed prevailing scale.

CITY OF CHICAGO

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| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Supervisor, tailor shop | I-II | 1320-1500 |
| Supervisor, teacher and floorman (dances) .. | I-II | 5.00 per night |
| Tapper | K-II | ** |
| Tar and gravel roofer | K-II | ** |
| Tar and gravel roofer foreman..... | K-II | ** |
| Taximeter inspector | H-II | 1080-1320 |
| Teachers, grammar | Exempt | 650-1385 |
| Teacher, high school | Exempt | 1000-3050 |
| Teacher, John Worthy School..... | Exempt | 1150-1560 |
| Teacher Parental School..... | Exempt | 600-2703 |
| Teacher, practice school | Exempt | 675-1500 |
| Teacher, special | Exempt | 650-3000 |
| Teamster | K-I | 960-1020 |
| Telegraph repairer | K-II | ** |
| Telephone inspector | H-II | 1440-1620 |
| Telephone investigator | H-I | 900-1080 |
| Telephone meter tester | H-II | 1080-1440 |
| Telephone operator | C-III | 840-1080 |
| Telephone supervisor | B-IV | 2700 and above |
| Teller | C-V | 1800-2160 |
| Third assistant fire marshal, chief of fire prevention | F-V E-a-II | 3500 and above 1460 |
| Third assistant operating engineer | | |
| Third asst. supt. of streets in charge of street repairs | B-IV H-II | 2700 and above 1200-1500 |
| Timber inspector | K-I | ** |
| Tinner's helper | C-V | 1800-2160 |
| Title searcher | B-I | 840- 960 |
| Tracer | | |
| Traction inspector (see transportation in- spector). | | |
| Transportation inspector | H-I | 900-1080 |
| Transportation schedule inspector | H-II | 1200-1440 |
| Tree laborer foreman | K-II | 1080-1200 |
| Trial attorney | Exempt | 2500-3600 |
| Trial attorney, "action over"..... | Exempt | 3000 |
| Trial investigator | Exempt | 1000-1200 |
| Truant officer | I-II | 1020-1260 |
| Truckman and pipeman | F-I | 900-1371 |
| Tug fireman | K-I | ** |
| Tunnel foreman | K-III | 1800-2100 |
| Tunnel bricklayer's tender | K-I | ** |

**Not to exceed prevailing scale.

CIVIL SERVICE COMMISSION

| Official Title | Class and Grade | Adopted Salary Limits |
|---|-----------------------|-----------------------------|
| Tunnel laborer | L-b | ** |
| Typist | C-III | 840-1080 |
| Vaccinator | A-II | 5.00 per day |
| Valuation supervisor | B-IV | 2700 and above |
| Vehicle blacksmith's finisher | K-I | ** |
| Ventilation engineer | B-II | 1500-1740 |
| Ventilation inspector | H-II | 1080-1440 |
| Ventilation inspector in charge | H-IV | 2220-2700 |
| Vessel dispatcher | Exempt | 1200 |
| Veterinarian | A-III | 1500-1620 |
| Veterinary surgeon | A-IV | 1980-2520 |
| Wagonmaker | K-II | ** |
| Ward superintendent | I-III | 2040-2460 |
| Watchman | K-I | 780- 960 |
| Water pipe inspector | H-III | 1440-1620 |
| Water pipe inspector in charge | H-IV | 1740-2100 |
| Water tender | E-a-I | 1260 |
| Weigher asphalt plant (see checker and weigher). | | |
| Wheelwright | K-II | ** |
| Wheel tax foreman (see street repair fore- man). | | ** |
| Window washer | K-I | ** |
| Wood finisher | K-I | |
| Wood worker | K-II | ** |
| Wood worker's finisher (see wood finisher). | | |
| Woodworking machine hand | K-I | ** |
| Yardman | K-I | 780- 960 |

**Not to exceed prevailing scale.